

MINUTES OF BOARD OF TRUSTEES: July 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)
Tony Nelson (Treasurer)
Larry Adams (Clerk)
Robert Wolfram, Jr.
Tracy Peterson

Absent:

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 June 2024 Financial Statement.
Approve June 2024 Invoices.
Approve June 18th, 2024 Board Meeting Minutes.

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

Item #3. Infrastructure Upgrade Project – Pay Request #16 \$207,672.85. Motion by Adams, second by Nelson to approve the Infrastructure Upgrade Project Pay Request #16 in the amount of \$207,672.85. Motion carried, all Trustees present voting 'aye'.

Item #4. Lift Station #2 Discussion. The Board of Trustees reserves the right to go into closed session per Iowa Code Section 21.5(c). Motion by Peterson, second by Nelson to enter into closed session as per Iowa Code Section 21.5(c) at 5:36 p.m. Motion carried, all Trustees present voting 'aye'.

Motion by Nelson, second by Peterson to go back into open session at 6:43 p.m. Motion carried, all Trustees present voting 'aye'.

Motion by Peterson, second by Nelson to decline the offer presented by John T Jones in their July 2nd letter. Motion carried, all Trustees present voting 'aye'.

Motion by Adams, second by Wolfram to accept change order #1 from the Infrastructure Upgrade Project in the amount of \$5,367.00. Motion carried, all Trustees present voting 'aye'.

Motion by Nelson, second by Peterson to deny change order #2 from the Infrastructure Upgrade Project in regards to the sludge tank interior patching and coating in the amount of \$20,377.00. Motion carried, all Trustees present voting 'aye'.

Motion by Peterson, second by Adams to authorize Bale and Nelson to enter negotiations with John T Jones in relation to the Lift Station #2 issues in the amount as discussed in closed session. Motion carried, all Trustees present voting 'aye'.

Item #5. Resolution 24-05. A Resolution Certifying Delinquent Sewer Accounts as a lien upon the real property serviced by a connection during FY 2024. Motion by Nelson, second by Adams to approve Resolution 24-05, A Resolution Certifying Delinquent Sewer Accounts as a lien upon the real property serviced by a connection during FY 2024. President Bale called roll with the following results: Adams, 'aye'; Peterson, 'aye'; Bale, 'aye'; Wolfram, 'aye'; and Nelson, 'aye'. Motion carried.

Item #6. Account Adjustments. Moore presented a report of uncollectable accounts. Motion by Peterson, second by Adams to wipe the account balances listed per the report. Motion carried, all Trustees present voting 'aye'.

Item #7. Tertiary Building Upgrade Project. Hanson noted that this was discussed last meeting and approved via email and needs to be formally approved. Hanson stated that the District will be purchasing about \$1.2 million worth of equipment for Alliant's Tertiary Building Upgrade project, which will be reimbursed to the District by Alliant once the invoices start coming in. Motion by Nelson, second by Wolfram to formally approve the Tertiary Building Upgrade Project. Motion carried, all Trustees present voting 'aye'.

Item #8. Lift Station #9 Pump. Hanson said that a pump was clogged with rags this past weekend and wound itself up. Lift Station #9 is now down to one pump and should have three. Hanson reminded the Board that when Lift Station #1 was updated, it's old pumps were a match for Lift Station #9 and would be moved to replace the one that was down currently, and another would go on the shelf. The quote Hanson received from Quality Flow was one KSB Pump for \$16,092.00, or two KSB pumps for \$28,608.00. The Board decided it would be best to get two pumps in now, in case the last remaining pump goes bad in the near future. Motion by Peterson, second by Adams to approve the quote from Quality Flow Systems in the amount of \$28,608.00 for two KSB pumps for Lift Station #9. Motion carried, all Trustees present voting 'aye'.

Item #9. Unfinished Business. Hanson discussed Lift Station #1 and some trees that need to be taken down in that area, including some that are on the property of the Methodist Bible Camp. Hanson added that the District has received the fillable spreadsheets from Bolton & Menk in regards to the Cost of Treatment Study and those will be presented during next month's workshop.

Item #10. Administrator's Report. Hanson received a letter from John T Jones in relation to the completion date on the Infrastructure Improvement Project, requesting an extension for substantial completion. The Board requested that some dates be provided instead of it being open ended, that could be presented at the next meeting. Hanson will reach out to John T Jones regarding this.

Item #11. Trustee's Report. Bale asked if the date of August 6th still worked for a future planning workshop. Nelson stated that he was still uncertain and would verify via email.

There being no further business to discuss, motion by Nelson, second by Peterson to adjourn. Motion carried, all trustees present voting 'aye'. Meeting adjourned at 7:19 p.m.

ATTEST:

Larry Adams, Clerk

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

| Check # | Date | Vendor Name | Amount | Description |
|---------|----------|-------------------------------|-----------|--|
| EFT | 06/26/24 | NET PAYROLL | 24,616.81 | 06/26/24 NET PAYROLL |
| EFT | 06/26/24 | FEDERAL W/H | 8,734.27 | 06/26/24 FEDERAL WITHHOLDING |
| EFT | 06/26/24 | IPERS W/H | 10,522.52 | 06/26/24 IPERS WITHHOLDING |
| EFT | 06/26/24 | IA DEPT. REV. | 3,013.28 | 06/26/24 STATE W/H |
| EFT | 06/26/24 | IA WORKFORCE DEVELOPMENT | 142.61 | 2ND QTR '24 UNEMPLOYMENT |
| EFT | 07/02/24 | IA DEPT. REV. | 1,132.17 | JUNE '24 SALES TAX |
| EFT | 07/08/24 | POSTMASTER | 1,850.39 | JULY BILL MAILING |
| EFT | 07/10/24 | NET PAYROLL | 27,583.97 | 07/10/24 NET PAYROLL |
| EFT | 07/10/24 | FEDERAL W/H | 9,739.12 | 07/10/24 FEDERAL WITHHOLDING |
| 27248 | 06/27/24 | ALLIANT ENERGY | 12,316.47 | ELECTRIC/GAS |
| 27249 | 06/27/24 | ICAP | 93,085.00 | FY '25 PROPERTY INSURANCE |
| 27250 | 06/27/24 | PLUMB SUPPLY | 25.86 | SHOP SUPPLIES |
| 27251 | 06/27/24 | WELLMARK BCBS | 17,691.63 | HEALTH/DENTAL INSURANCE PREMIUMS |
| 27252 | 06/27/24 | FEDERAL EXPRESS | 19.32 | LAB SHIPPING |
| 27253 | 06/27/24 | IMWCA | 20,344.00 | 2024-25 WORKER'S COMP PREMIUMS |
| 27254 | 06/27/24 | FULLERTON, RON | 794.49 | 2024 DEDUCTIBLE REIMBURSEMENT |
| 27255 | 06/27/24 | FLOYD & LEONARD AUTO ELECTRIC | 483.06 | CHAINSAW PARTS/SAFETY GEAR |
| 27256 | 06/27/24 | PEKIN LIFE INSURANCE | 520.21 | LIFE INSURANCE PREMIUMS |
| 27257 | 06/27/24 | CARDMEMBER SERVICES | 589.64 | CLTEL - PHONE/INTERNET SERVICES |
| 27257 | 06/27/24 | CARDMEMBER SERVICES | 229.00 | ACE HARDWARE - WEEDEATER BATTERY |
| 27257 | 06/27/24 | CARDMEMBER SERVICES | 64.25 | KWIKTRIP - GAS - TRUCK #4 |
| 27257 | 06/27/24 | CARDMEMBER SERVICES | 17.11 | ZOOM SUBSCRIPTION |
| 27257 | 06/27/24 | CARDMEMBER SERVICES | 25.34 | ACE HARDWARE - LS #1 PARTS |
| 27257 | 06/27/24 | CARDMEMBER SERVICES | 940.00 | IAWEA - MEMBERSHIPS/CONFERENCE REGISTRATIONS |
| 27257 | 06/27/24 | CARDMEMBER SERVICES | 21.98 | ACE HARDWARE - SHOP SUPPLIES |
| 27257 | 06/27/24 | CARDMEMBER SERVICES | 106.99 | MICROSOFT - 365 RENEWAL |
| 27257 | 06/27/24 | CARDMEMBER SERVICES | 81.28 | ACE HARDWARE - SHOP SUPPLIES |
| 27257 | 06/27/24 | CARDMEMBER SERVICES | 63.15 | LOVES - GAS - TRUCK #4 |
| 27257 | 06/27/24 | CARDMEMBER SERVICES | 69.76 | AMAZON - OFFICE SUPPLIES |
| 27257 | 06/27/24 | CARDMEMBER SERVICES | 1,319.94 | GRADUATE IA CITY - CONFERENCE LODGING |
| 27257 | 06/27/24 | CARDMEMBER SERVICES | 54.52 | MICROSOFT - AZURE BACKUP SERVICES |
| 27258 | 06/27/24 | MOORE, ANGIE | 350.00 | JUNE CLEANING SERVICES |
| 27259 | 06/27/24 | CULVER-HAHN ELECTRIC | 459.24 | ELECTRICAL CLASS/DIGESTER #2 PARTS |
| 27260 | 06/27/24 | HANSON, MITCHELL | 50.00 | REIMBURSEMENT - JET TRUCK/TRAILER TITLE FEES |
| 27261 | 06/27/24 | PRIMERICA LIFE INSURANCE | 293.36 | LIFE INSURANCE PREMIUMS |
| 27262 | 06/27/24 | BOLTON & MENK, INC. | 19,901.00 | INFRASTRUCTURE UPGRADE CONSTRUCTION SERVICES |
| 27263 | 06/27/24 | LAIRD LAW FIRM | 1,250.00 | JUNE LEGAL SERVICES |
| 27264 | 06/27/24 | MICROAGE | 868.73 | CROWDSTRIKE SUBSCRIPTION |
| 27265 | 07/08/24 | IOWA ONE CALL | 54.10 | MAY LOCATE CHARGES |
| 27266 | 07/08/24 | ALLIANT ENERGY | 3,344.63 | ELECTRIC/GAS |
| 27267 | 07/08/24 | EMC NATIONAL LIFE | 93.72 | LIFE INSURANCE PREMIUMS |
| 27268 | 07/08/24 | EUROFINS | 4,364.00 | LAB TESTING |
| 27269 | 07/08/24 | BACON, STEVE | 240.00 | FY 2025 CELL PHONE ALLOWANCE |
| 27270 | 07/08/24 | TUSHA, TED | 240.00 | FY 2025 CELL PHONE ALLOWANCE |
| 27271 | 07/08/24 | SPILMAN, DENNIS | 240.00 | FY 2025 CELL PHONE ALLOWANCE |
| 27272 | 07/08/24 | FULLERTON, RON | 240.00 | FY 2025 CELL PHONE ALLOWANCE |
| 27273 | 07/08/24 | AVESIS | 147.25 | JULY VISION INSURANCE PREMIUMS |
| 27274 | 07/08/24 | PUEGGEL, GRANT | 240.00 | FY 2025 CELL PHONE ALLOWANCE |
| 27275 | 07/08/24 | MOORE, TAYLOR | 240.00 | FY 2025 CELL PHONE ALLOWANCE |
| 27276 | 07/08/24 | HANSON, MITCHELL | 240.00 | FY 2025 CELL PHONE ALLOWANCE |
| 27277 | 07/08/24 | MORROW, JUSTIN | 240.00 | FY 2025 CELL PHONE ALLOWANCE |
| 27278 | 07/08/24 | SEUFFERLEIN, STEVEN | 1,943.61 | 2024 DEDUCTIBLE REIMBURSEMENT |
| 27279 | 07/08/24 | NORTHWOOD SANITATION | 175.00 | JUNE WASTE SERVICES |
| 27280 | 07/08/24 | LAIRD LAW FIRM | 1,250.00 | JULY LEGAL SERVICES |
| 27281 | 07/08/24 | PUEGGEL, GRANT | 1,887.48 | 2024 DEDUCTIBLE REIMBURSEMENT |
| 27282 | 07/12/24 | WOLFRAM, BOBBY | 74.73 | FY 2024 MILEAGE REIMBURSEMENT |

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|-------|----------|---------------------|-------------------|-------------------------------|
| 27283 | 07/15/24 | CONSOLIDATED ENERGY | 428.77 | UNLEADED & DIESEL FUEL |
| 27284 | 07/15/24 | CONSOLIDATED ENERGY | 1,114.34 | UNLEADED & DIESEL FUEL |
| 27285 | 07/15/24 | NELSON, TONY | 20.65 | FY 2024 MILEAGE REIMBURSEMENT |
| 27286 | 07/15/24 | BALE, MARK | 23.83 | FY 2024 MILEAGE REIMBURSEMENT |
| 27287 | 07/15/24 | ADAMS, LARRY | 87.45 | FY 2024 MILEAGE REIMBURSEMENT |
| 27288 | 07/15/24 | PETERSON, TRACY | 94.61 | FY 2024 MILEAGE REIMBURSEMENT |
| | | | <u>276,394.64</u> | |

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

| Check # | Date | Vendor Name | Amount | Description |
|---------|---------|-------------------------------|------------------|----------------------------|
| PENDING | 7/16/24 | ALLIANT ENERGY | 14,548.60 | ELECTRIC/GAS |
| PENDING | 7/16/24 | CC SCREEN PRINTING | 845.39 | UNIFORMS/EMBROIDERY |
| PENDING | 7/16/24 | DOUG'S SMALL ENGINE | 218.57 | MOWER WHEEL/PARTS |
| PENDING | 7/16/24 | FAREWAY | 106.12 | LAB SUPPLIES |
| PENDING | 7/16/24 | FASTENAL | 508.84 | PLANT SUPPLIES - WATER |
| PENDING | 7/16/24 | GRP & ASSOCIATES | 58.00 | LAB WASTE DISPOSAL |
| PENDING | 7/16/24 | INTERSTATE ALL BATTERY CENTER | 11.70 | LAB BATTERIES |
| PENDING | 7/16/24 | LANDFILL OF NORTH IOWA | 297.20 | WASTE/GRIT DISPOSAL |
| PENDING | 7/16/24 | MARCO, INC. | 84.67 | COPIER MAINTENANCE FEE |
| PENDING | 7/16/24 | PLUMB SUPPLY CO. | 162.20 | OFFICE BLDG FILTERS |
| PENDING | 7/16/24 | QUALITY FLOW SYSTEMS, INC. | 75.69 | SHOP SUPPLIES - CRANE HOOK |
| PENDING | 7/16/24 | SPRINGBROOK | 687.80 | CREDIT CARD/WEB FEES |
| PENDING | 7/16/24 | STATE HYGIENIC LABORATORY | 21.00 | LAB TESTING |
| | | | <u>17,625.78</u> | |