

**MINUTES OF BOARD OF TRUSTEES: August 22, 2024**  
**CLEAR LAKE SANITARY DISTRICT, CERRO GORDO COUNTY, IOWA**

The regular board meeting was called to order by President Bale at 10:05 a.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  
John Graupman, Bolton & Menk (via phone)

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

Item #2. Consent Agenda: Approve July 2024 Financial Statement.  
Approve July 2024 Invoices.  
Approve July 16<sup>th</sup>, 2024 Board Meeting Minutes.

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

Item #3. Infrastructure Upgrade Project – Pay Request #17 \$216,191.42. Motion by Nelson, second by Adams to approve the Infrastructure Upgrade Project Pay Request #17 in the amount of \$216,191.42. Motion carried, all Trustees present voting 'aye'.

Item #4. Infrastructure Upgrade Project Final Completion Date. Motion by Nelson, second by Peterson to move the substantial completion date to September 20, 2024 to allow John T Jones to firm up their schedule and delivery dates for remaining equipment. This will be discussed again during the September meeting. Motion carried, all Trustees present voting 'aye'.

Item #5. Sensus Water Meter Radio Hardware and Software Proposal. Hanson noted he received a quote for meters and radio reads required to upgrade the meters that the District is responsible for as discussed during the Future Planning Workshop earlier in the month. The quote came in at \$81,775.00. Hanson said that not all of the meters and radio reads will be purchased immediately, as the install will be in phases. Motion by Adams, second by Peterson to approve the purchase of meters and radio reads from Municipal Supply in the amount of \$81,775.00. Motion carried, all Trustees present voting 'aye'.

Item #6. Digester 2 and 3 Aeration Quote. Hanson received a quote from Sanitaire for \$43,400.00 to replace the aeration piping in digesters 2 and 3. Motion by Peterson, second by Adams to approve the quote from Sanitaire in the amount of \$43,400.00. Motion carried, all Trustees present voting 'aye'.

Item #7. Certificate of Deposit. Moore presented the CD quotes he received with various terms up to \$600,000. Motion by Bale, second by Nelson to approve two \$300,000 CDs with Farmers State Bank, one for 3 years at 3.87% and one for 4 years at 3.87%. Motion carried, all Trustees present voting 'aye'.

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

Item #9. Administrator's Report. Hanson received a call from McKinness Excavating regarding their bill for televising services, stating that the price per hour was excessive and they wanted a lower rate. Hanson explained that the cost was not inquired about directly when they hired the District for the service, McKinness just wanted it done. The Board stated that the services were performed and the bill needs to be paid.

Hanson said that the District hired a new employee, Michael Quinn, who intends to start later in September. Hanson stated that he received a quote for a Chevy 3500 from Ollenburg Motors. Nelson mentioned that he should get a quote from Pritchard's as well. Lastly Hanson said he intends to get together with Atura soon to discuss plans for the shop.

Item #10. 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 11:53 a.m.

ATTEST:

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Larry Adams, Clerk

**Clear Lake Sanitary District**  
**Standard Monthly Invoices already paid as of August 22, 2024**

Check #	Date	Vendor Name	Amount	Description
EFT	07/24/24	NET PAYROLL	22,825.86	07/24/24 NET PAYROLL
EFT	07/24/24	FEDERAL W/H	8,206.88	07/24/24 FEDERAL WITHHOLDING
EFT	07/24/24	IPERS W/H	10,577.50	07/24/24 IPERS WITHHOLDING
EFT	07/24/24	IA DEPT. REV.	2,955.91	07/24/24 STATE W/H
EFT	07/26/24	CLB&T	99.06	DEPOSIT SLIP ORDER
EFT	08/07/24	NET PAYROLL	25,416.31	08/07/24 NET PAYROLL
EFT	08/07/24	FEDERAL W/H	9,164.13	08/07/24 FEDERAL WITHHOLDING
EFT	08/08/24	POSTMASTER	1,973.35	AUG BILL MAILING
EFT	08/14/24	IA DEPT. REV.	1,183.54	JULY '24 SALES TAX
27303	07/29/24	IOWA ONE CALL	36.00	LOCATE CHARGES
27304	07/29/24	ALLIANT ENERGY	2,178.25	ELECTRIC/GAS
27305	07/29/24	POSTMASTER	350.00	ANNUAL PERMIT FEE
27306	07/29/24	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
27307	07/29/24	MARCO, INC.	218.75	COPIER/PC MAINTENANCE
27308	07/29/24	CASE, MICHELLE	56.14	PLANT SUPPLIES REIMBURSEMENT
27309	07/29/24	WELLMARK BCBS	17,691.63	HEALTH/DENTAL INSURANCE PREMIUMS
27310	07/29/24	FEDERAL EXPRESS	42.42	SHIPPING CHARGES
27311	07/29/24	J&J MACHINE	62.86	SHOP SUPPLIES
27312	07/29/24	AVESIS	147.25	VISION INSURANCE PREMIUMS
27313	07/29/24	PEKIN LIFE INSURANCE	520.21	LIFE INSURANCE PREMIUMS
27314	07/29/24	CARDMEMBER SERVICES	3,290.87	IDEXX - LAB SUPPLIES
27314	07/29/24	CARDMEMBER SERVICES	590.27	CLTEL - PHONE/INTERNET SERVICE
27314	07/29/24	CARDMEMBER SERVICES	197.15	AMAZON - OFFICE SUPPLIES
27314	07/29/24	CARDMEMBER SERVICES	125.81	USA BLUEBOOK - UV BLDG PARTS
27314	07/29/24	CARDMEMBER SERVICES	17.11	ZOOM - SUBSCRIPTION FEES
27314	07/29/24	CARDMEMBER SERVICES	191.93	FLEET FARM - SAFETY GEAR
27314	07/29/24	CARDMEMBER SERVICES	33.98	ACE HARDWARE - HACH PANEL PARTS
27314	07/29/24	CARDMEMBER SERVICES	1,405.61	BEST BUY - LAPTOP

27314	07/29/24	CARDMEMBER SERVICES	194.05	AMAZON - OFFICE SUPPLIES
27314	07/29/24	CARDMEMBER SERVICES	601.15	FLEET FARM - SHOP SUPPLIES
27314	07/29/24	CARDMEMBER SERVICES	229.99	AMAZON - MS OFFICE
27314	07/29/24	CARDMEMBER SERVICES	105.93	MICROSOFT - WINDOWS PRO UPGRADE
27314	07/29/24	CARDMEMBER SERVICES	462.40	HACH - LAB SUPPLIES
27314	07/29/24	CARDMEMBER SERVICES	52.33	MICROSOFT - AZURE BACKUP SERVICES
27314	07/29/24	CARDMEMBER SERVICES	386.09	AMAZON - SHOP/OFFICE SUPPLIES
27314	07/29/24	CARDMEMBER SERVICES	127.41	ACE HARDWARE - PLANT SUPPLIES
27314	07/29/24	CARDMEMBER SERVICES	(1,000.00)	POINTS CREDIT
27315	07/29/24	MOORE, ANGIE	350.00	JULY CLEANING SERVICES
27316	07/29/24	LISA'S PEST CONTROL	45.00	PEST CONTROL SERVICE
27317	07/29/24	NORTHLAND SECURITIES, INC.	1,250.00	GO BOND CONTINUING DISCLOSURE
27318	08/14/24	ALLIANT ENERGY	20,356.33	ELECTRIC/GAS
27319	08/14/24	STATE HYGENIC LABS	999.50	LAB TESTING
27320	08/14/24	PETTY CASH	126.76	SUPPLIES/POSTAGE
27321	08/14/24	MARCO, INC.	84.67	COPIER MAINTENANCE FEE
27322	08/14/24	MUNICIPAL SUPPLY, INC.	575.00	METER TOUCH READER
27323	08/14/24	EUROFINS	4,134.00	LAB TESTING
27324	08/14/24	CASE, MICHELLE	30.13	CLEANING SUPPLIES
27325	08/14/24	MIDWEST LIQUID SYSTEMS, INC.	690.55	LS #5 & 8 FUEL TANK INSPECTIONS
27326	08/14/24	QUALITY FLOW SYSTEMS, INC.	29,048.00	LS #9 PUMPS/PARTS
27327	08/14/24	SPRINGBROOK	671.65	CREDIT CARD/WEB HOSTING FEES
27328	08/14/24	CC SCREEN PRINTING	19.26	UNIFORM EMBROIDERY
27329	08/14/24	NORTHWOOD SANITATION	175.00	JULY WASTE SERVICE
27330	08/14/24	LAIRD LAW FIRM	1,250.00	AUG LEGAL FEES
			<u>170,617.70</u>	

**Clear Lake Sanitary District  
Unpaid Invoices as of August 22, 2024**

Check #	Date	Vendor Name	Amount	Description
PENDING	8/22/24	ADVANCE NETWORKING SERVICES	525.00	NETWORKING SERVICE
PENDING	8/22/24	BOLTON & MENK	32,864.50	INFRAST. UPGRADE PROJ. CONST. SERVICES
PENDING	8/22/24	C. EMERY NELSON, INC.	1,062.38	SBR & DIGESTER FILTERS
PENDING	8/22/24	CLAPPER TREE SERVICE	390.00	DIGESTER #3 CRANE SERVICE
PENDING	8/22/24	CORE & MAIN	193.87	DIGESTER #3 PARTS
PENDING	8/22/24	CULVER-HAHN ELECTRIC	849.83	LS #9 PARTS/DIGESTER #3 MIXER PARTS
PENDING	8/22/24	DOUG'S SMALL ENGINE	35.40	POLE SAW PARTS
PENDING	8/22/24	FAREWAY	32.41	PLANT SUPPLIES
PENDING	8/22/24	INTERSTATE ALL BATTERY CENTER	23.40	LAB BATTERIES
PENDING	8/22/24	MID-AMERICA PUBLISHING CORP	358.20	PUBLICATIONS/ADVERTISEMENT
PENDING	8/22/24	NAPA	688.82	PARTS/SUPPLIES
PENDING	8/22/24	NORTHERN BALANCE & SCALE	532.50	LAB EQUIPMENT CALIBRATION
PENDING	8/22/24	SAM, LLC	2,400.00	ANNUAL GIS WEBSITE HOSTING FEES
PENDING	8/22/24	PIGSKIN FARMS, LLC	444.09	REFUND
PENDING	8/22/24	SEA WALL SPORT, LLC	16.13	REFUND
			<u>40,416.53</u>	