

MINUTES OF BOARD OF TRUSTEES: OCTOBER 15, 2024
CLEAR LAKE SANITARY DISTRICT, CERRO GORDO COUNTY, IOWA

The regular board meeting was called to order by Treasurer Nelson at 5:31 p.m. Nelson indicated to those present that the meeting was being tape recorded for meeting minute generation purposes.

Trustees present: Tony Nelson (Treasurer)
Larry Adams (Clerk)
Robert Wolfram, Jr.
Tracy Peterson

Absent: Mark Bale (President)

Also present: Mitch Hanson, Administrator
Taylor Moore, Finance Director

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

Item #2. Consent Agenda: Approve September 2024 Financial Statement.
Approve September 2024 Invoices.
Approve September 17th, 2024 Board Meeting Minutes.

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

Item #3. Infrastructure Upgrade Project – Pay Request #19 \$496,079.19. Motion by Adams, second by Peterson to approve the Infrastructure Upgrade Project Pay Request #19 in the amount of \$496,079.19. Motion carried, all Trustees present voting 'aye'.

Item #4. McKiness Excavating Bill Adjustment. The Board discussed a possible rate for the services performed, after McKiness asked to meet in the middle during the previous meeting, indicated that they were unaware of the District's price increase. Motion by Peterson, second by Wolfram to adjust the billable rate to \$615.00 per hour for the televising services performed on 7/18/2024. Motion carried, all Trustees present voting 'aye'.

Item #5. Shop Design and Bid Contract with Atura. The Board questioned what the hourly rate for anything outside the scope of the contract would be. Hanson indicated he'd get that information as soon as possible. Motion by Adams, second by Wolfram to approve the Shop Design and Bid Contract with Atura in the amount of \$38,000.00. Motion carried, all Trustees present voting 'aye'.

Item #6. Shop Financing Discussion. This item was tabled.

Item #7. Personnel Matters. Note: The Board reserves the right to go into closed session per Iowa Code 21.5(1)(i). To evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session. Motion by Peterson, second by Adams to move into closed session as per Iowa Code 21.5 (1)(i) at 6:09 PM. Motion carried, all Trustees present voting 'aye'.

Motion by Peterson, second by Adams to move out of closed session as per Iowa Code 21.5 (1)(i) at 7:05 PM. Motion carried, all Trustees present voting 'aye'.

Item #8. Employee Wage Adjustment. The Board established adjustments to salaries and hourly wages for employees of the Clear Lake Sanitary District based upon cost of living and performance. This information is on file in the office of the Clear Lake Sanitary District. Motion by Wolfram, second by Adams to approve wage adjustments as per the schedule presented. Motion carried, all Trustees present voting ‘aye’.

Hanson indicated that Mike Quinn passed his Grade 2 exam and was due his \$1.00 raise for this accomplishment. Motion by Wolfram, second by Adams to approve the Grade 2 \$1.00 raise for Mike Quinn. Motion carried, all Trustees present voting ‘aye’.

Item #9. Alliant Tertiary Project Pay Request – Flow Control Automation - #1 \$46,152.00. Motion by Peterson, second by Adams to approve the pay request from Flow Control Automation in the amount of \$46,152.00. Motion carried, all Trustees present voting ‘aye’.

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

Item #12. Administrator’s Report. Moore noted that a CD was coming due at the end of October and that he’d review cash flows to see if the District can add funds to the \$250,000 coming due and get CD quotes to send out to the Board for review. Moore and Hanson discussed the current status of the potential of an arbitrage rebate, after meeting with Chip Shultz with Northland Financial and Fred Rieser with Barends-Tate Consulting Group at the end of September.

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

There being no further business to discuss, motion by Adams, second by Peterson to adjourn. Motion carried, all trustees present voting ‘aye’. Meeting adjourned at 7:17 p.m.

ATTEST:

Larry Adams, Clerk

Clear Lake Sanitary District
Standard Monthly Invoices already paid as of October 15, 2024

Check #	Date	Vendor Name	Amount	Description
EFT	09/18/24	NET PAYROLL	25,431.67	09/18/24 NET PAYROLL
EFT	09/18/24	FEDERAL W/H	9,034.39	09/18/24 FEDERAL WITHHOLDING
EFT	09/18/24	IPERS W/H	10,658.68	09/18/24 IPERS WITHHOLDING
EFT	09/18/24	IA DEPT. REV.	3,044.13	09/18/24 STATE W/H
EFT	10/02/24	NET PAYROLL	28,152.56	10/02/24 NET PAYROLL
EFT	10/02/24	FEDERAL W/H	9,886.50	10/02/24 FEDERAL WITHHOLDING
EFT	10/04/24	POSTMASTER	1,974.30	OCT BILL MAILING
EFT	10/11/24	IA DEPT. REV.	1,274.44	SEPT '24 SALES TAX
EFT	10/11/24	IA WORKFORCE DEVELOPMENT	42.00	3RD QTR '24 UNEMPLOYMENT
27386	09/19/24	ALLIANT ENERGY	2,331.57	ELECTRIC/GAS
27387	09/19/24	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
27388	09/19/24	WELLMARK BCBS	17,691.63	HEALTH/DENTAL INSURANCE PREMIUMS
27389	09/19/24	PEKIN LIFE INSURANCE	626.82	LIFE INSURANCE PREMIUMS
27390	09/19/24	CARDMEMBER SERVICES	582.40	HACH - LAB SUPPLIES
27390	09/19/24	CARDMEMBER SERVICES	54.40	ACE HARDWARE - SHOP SUPPLIES
27390	09/19/24	CARDMEMBER SERVICES	588.16	CLTEL - PHONE/INTERNET SERVICE
27390	09/19/24	CARDMEMBER SERVICES	101.45	AMAZON - OFFICE SUPPLIES
27390	09/19/24	CARDMEMBER SERVICES	17.11	ZOOM - SUBSCRIPTION FEES

27390	09/19/24	CARDMEMBER SERVICES	31.97	FLEET FARM - PLANT SUPPLIES
27390	09/19/24	CARDMEMBER SERVICES	35.96	AMAZON - OFFICE SUPPLIES
27390	09/19/24	CARDMEMBER SERVICES	5,551.35	HACH - LAB SUPPLIES
27390	09/19/24	CARDMEMBER SERVICES	190.01	AMAZON - LOCATE PAINT
27390	09/19/24	CARDMEMBER SERVICES	26.99	ACE HARDWARE - SHOP SUPPLIES
27390	09/19/24	CARDMEMBER SERVICES	58.32	MENARDS - PLANT SUPPLIES
27390	09/19/24	CARDMEMBER SERVICES	69.14	AMAZON - CAMERA TRUCK/OFFICE SUPPLIES
27390	09/19/24	CARDMEMBER SERVICES	251.99	THERMOWORKS - LAB THERMOMETERS
27390	09/19/24	CARDMEMBER SERVICES	38.91	ACE HARDWARE - SHOP SUPPLIES
27390	09/19/24	CARDMEMBER SERVICES	144.01	MOTION INDUSTRIES - JET TRUCK PARTS
27390	09/19/24	CARDMEMBER SERVICES	39.79	MENARDS - JET TRUCK PARTS/SUPPLIES
27390	09/19/24	CARDMEMBER SERVICES	53.03	MICROSOFT - AZURE BACKUP SERVICES
27391	09/19/24	ERA	351.22	LAB TESTING
27392	09/19/24	BOLTON & MENK	24,601.13	INFRASTRUCTURE PROJ. - CONSTRUCTION SERVICES
27393	09/19/24	NORTHLAND SECURITIES	23,628.55	SEWER REVENUE FINANCING SERVICES
27394	09/19/24	DENNETT, HELEN	14.73	REFUND
27395	09/19/24	DENNETT, HELEN	19.21	REFUND
27396	09/30/24	IOWA ONE CALL	42.40	AUG LOCATE CHARGES
27397	09/30/24	MUNICIPAL SUPPLY	1,650.00	1' METERS
27398	09/30/24	EUROFINS	100.00	LAB TESTING
27399	09/30/24	AVESIS	147.25	VISION INSURANCE PREMIUMS
27400	09/30/24	MOORE, ANGIE	350.00	SEPT CLEANING SERVICES
27401	09/30/24	CONSOLIDATED ENERGY	725.72	UNLEADED FUEL
27402	09/30/24	BOX5 MEDIA	412.50	WEBSITE UPDATES/ADD'L EMAIL
27403	09/30/24	RCOMM WIRELESS	465.00	RADIO
27404	09/30/24	CC SCREENPRINTING	595.02	UNIFORMS/EMBROIDERY
27405	09/30/24	PRIMERICA LIFE INSURANCE	300.34	LIFE INSURANCE PREMIUMS
27406	09/30/24	NORTHWOOD SANITATION	175.00	WASTE SERVICE
27407	09/30/24	ARMOR EQUIPMENT	3,222.09	JET TRUCK PARTS/EQUIPMENT
27408	09/30/24	POSTMASTER	730.00	STAMPS
27409	10/09/24	ALLIANT ENERGY	1,692.76	ELECTRIC/GAS
27410	10/09/24	NAPA	31.48	SHOP SUPPLIES
27411	10/09/24	USA BLUE BOOK	889.37	JET TRUCK PARTS
27412	10/09/24	MARCO, INC.	84.67	COPIER MAINTENANCE FEE
27413	10/09/24	EUROFINS	3,111.00	LAB TESTING
27414	10/09/24	PEKIN LIFE INSURANCE	102.66	LIFE INSURANCE PREMIUMS
27415	10/09/24	CONSOLIDATED ENERGY	843.28	DIESEL FUEL
27416	10/09/24	CENTRAL LOCK SECURITY	311.64	KEYS/LOCKS
27417	10/09/24	SPRINGBROOK LLC	682.10	CREDIT CARD/WEB HOSTING FEES
27418	10/09/24	HANSON, MITCHELL	27.78	CONFERENCE MEALS REIMBURSEMENT
27419	10/09/24	SEUFFERLEIN, STEVEN	449.26	2024 DEDUCTIBLE REIMBURSEMENT
27420	10/09/24	STUTSMAN	38.36	SLUDGE TANK PARTS
27421	10/09/24	LAIRD LAW FIRM	1,250.00	OCT LEGAL SERVICES
27422	10/09/24	QUINN, MICHAEL	392.69	GRADE 2 TESTING/UNIFORM REIMBURSEMENT
			<u>185,514.61</u>	

**Clear Lake Sanitary District
Unpaid Invoices as of October 15, 2024**

Check #	Date	Vendor Name	Amount	Description
PENDING	10/15/24	ALLIANT ENERGY	10,603.86	ELECTRIC/GAS
PENDING	10/15/24	BOLTON & MENK	17,003.00	INFRAST. UPGRADE PROJ. CONST. SERVICES
PENDING	10/15/24	CC SCREEN PRINTING	12.54	UNIFORMS/EMBROIDERY
PENDING	10/15/24	FEDERAL FIRE EQUIPMENT CO.	632.00	EXTINGUISHER INSPECTION/MAINT.
PENDING	10/15/24	GOODNATURE WORK STOP	530.91	EMPLOYEE BOOTS/UNIFORMS
PENDING	10/15/24	INDUSTRIAL PIPING SERVICE, INC.	3,855.00	DIGESTER MAINT. - LATERAL PIPE INSTALLS
PENDING	10/15/24	MASON CITY RED POWER	130.00	310 MFD TRACTOR PARTS/SUPPLIES
PENDING	10/15/24	MUNICIPAL SUPPLY INC	50,322.00	METERS/SOFTWARE/HARDWARE/SMART PTS

PENDING	10/15/24	POWER PLANT COMPLIANCE	6,000.00	PLANT GENERATOR STACK TEST
PENDING	10/15/24	QUINN, MICHAEL	2,000.00	2024 INITIAL HSA DEPOSIT
PENDING	10/15/24	STATE HYGIENIC LABORATORY	560.00	LAB TESTING
PENDING	10/15/24	JAMES, SCOTT & SHARESE	37.15	REFUND
PENDING	10/15/24	MURILLO, ADAN & BRITTANY	22.10	REFUND
PENDING	10/15/24	SERVION, INC.	12.50	REFUND
PENDING	10/15/24	WILLIAMS, WAYNE	15.27	REFUND
			<u>91,736.33</u>	