

MINUTES OF BOARD OF TRUSTEES: August 16, 2016
CLEAR LAKE SANITARY DISTRICT, CERRO GORDO COUNTY, IOWA

The meeting was called to order by President John Miller at 1:50 p.m. Miller indicated to those present that the meeting was being tape recorded for meeting minute generation purposes only.

Trustees present: John Miller (President)
Tim Clark (Vice-President)
Lothar Meyer (Treasurer)
Bobby Wolfram, Jr. (Clerk)

Absent: Steve Nicklaus

Also present: Kevin Moler, Administrator/Superintendent
Taylor Moore, Accountant

Item # 1. Approve proposed agenda. Motion by Clark, second by Meyer to amend and approve the proposed agenda to include adding Item # 3a, account adjustment for 504 S Shore Dr. Motion carried, all Trustees present voting 'aye'.

Item # 2. Opportunity for public to speak on items not on the agenda.
No public to speak on items not on the agenda.

Item # 3. Approve July 2016 Financial Statement. Motion by Clark, second by Wolfram to approve the July 2016 Financial Statement. Motion carried, all Trustees present voting 'aye'.

Item #3a. Account Adjustment – 504 S Shore Dr. Moler noted the owner sent a letter requesting an adjustment to their bill as their usage was nearly 23,000 gallons higher than normal. The owner stated in their letter that someone turned on the outside spigot while they were out of town, and the water went into the ground, not down the drain. Motion by Clark, second by Wolfram to approve an account adjustment for 504 S Shore Dr in the amount of \$49.26 or 22,700 gallons. Motion carried, all Trustees present voting 'aye'.

Item # 4. Approve July 2016 Invoices. Motion by Meyer, second by Clark to approve the July 2016 Invoices. Motion carried, all Trustees present voting 'aye'.

Moler noted that there was a CD coming due and will have quotes for renewal on Friday. Moler said he'd email the Board with the quotes and the Board could make their decision regarding the renewal.

Item # 5. Approve July 19th and August 2nd, 2016 board meeting minutes. Motion by Wolfram, second by Clark to approve the July 19th and August 2nd, 2016 board meeting minutes. Motion carried, all Trustees present voting 'aye'.

Item # 6. Amendment to Ordinance No. 7, Sewer Rentals. Moler said he changed Ordinance No. 7 to now read "Replacement and Capital Maintenance & Projects" as the Board discussed last month. This change is necessary due to the early retirement of the Revenue Bond. Motion by Clark, second by Wolfram to approve the Amendment to Ordinance No. 7, Sewer Rentals. President Miller called roll with the following results: Meyer 'aye'; Wolfram 'aye'; Clark 'aye'; and Miller 'aye'. Motion carried.

Motion by Clark, second by Wolfram to waive the second and third readings and to publish the amendment. President Miller called roll with the following results: Meyer 'aye'; Wolfram 'aye'; Clark 'aye'; and Miller 'aye'. Motion carried.

Item # 7. Unfinished Business. No report.

Item # 8. Superintendent's Report.

- IPL Annual Contract Adjustment. Moler stated that the CPI index saw a 0.426% increase this year. Per his contract he was awarded this as a raise on July 1st, and the Alliant reuse contract also increased by the same percentage. The Alliant contract for August 2016 thru July 2017 is now \$267,084.
- Sewer Lining Project. The preconstruction meeting was held Wednesday, August 10th. Moler noted that there is a spot repair that needs to be excavated and that the contractor will begin cleaning and televising the pipes in September and lining them in October.
- SBR Basin Concrete Wall Refurbishing Project. Moler met with the engineers last week regarding coating options. They all agreed that the epoxy product would be the best option. Two basins will be taken out of service after Labor Day, with a pre-bid meeting in October and bidding in November. Moler also noted that he wants all basins functional between May 1 and September 1, so the contractor will have to work around these dates.
- Laboratory Certification. During the last certification the Lab discovered that there is now more quality control work to be done which would add significant time to their daily agenda. However, the new NPDES permit does not mandate process control testing so Moler is reducing the amount of sampling/testing process requirements to make up time for more quality control testing requirements.
- Disinfection Project. Moler said that the new NPDES permit is going to require the District to begin disinfecting effective June 1, 2019. Emery's existing equipment on site allows us to disinfect up to 3 million gallons per day. The plant is sized to treat up to 8-9 million gallons storm flow per day so we will need that same disinfection capacity. Moler stated that the District will have to negotiate with Alliant for use and expansion of their UV system. The engineers are also going to provide us with a cost option to construction 100% of our disinfection needs without the use of Emery's system. The disinfection project should be started no later than June 1, 2018.
- Employee Wages & Benefits. Moler noted that last year the Board agreed to a 10% wage increase for staff based upon a recent Wastewater Salary Survey. 5% of the increase was given May 1st, with a merit based 5% increase on November 1st, 2016. The Board also budgeted for a 2.5% cost of living increase on November 1st. Moler met with LeFevre about the insurance increases which are looking to be about 8%. Moler said the Board had budgeted for appropriate age increases plus an additional 8% for inflation. This will be discussed further in September or October's meeting.

Item # 9. Attorney's Report. No report.

Item #10. Trustees Report. No report.

There being no further business to discuss, motion by Clark, second by Wolfram to adjourn. Motion carried, all Trustees present voting 'aye'. Meeting adjourned at 2:43 p.m.

ATTEST:

Bobby Wolfram, Jr., Clerk

**Clear Lake Sanitary District
Standard Monthly Invoices already paid as of August 16, 2016**

Check #	Date	Vendor Name	Amount	Description
EFT	07/20/16	NET PAYROLL	13,541.97	07/20/16 NET PAYROLL
EFT	07/20/16	FEDERAL W/H	5,552.32	07/20/16 FEDERAL WITHHOLDING
EFT	07/20/16	DHS W/H	230.77	07/20/16 DHS WITHHOLDING
EFT	07/20/16	EMPLOYEE HSA CONTRIBUTIONS	230.00	07/20/16 EMPLOYEE HSA CONTRIBUTIONS
EFT	07/20/16	IPERS W/H	6,217.15	07/20/16 IPERS WITHHOLDING
EFT	07/20/16	IA DEPT. REV.	1,977.00	07/20/16 STATE W/H
EFT	07/22/16	IA DEPT. REV.	2,271.00	2ND QTR 2016 SALES TAX
EFT	07/22/16	IA WORKFORCE DEVELOPMENT	88.02	2ND QTR 2016 UNEMPLOYMENT
EFT	08/03/16	NET PAYROLL	14,630.24	08/03/16 NET PAYROLL
EFT	08/03/16	FEDERAL W/H	5,753.98	08/03/16 FEDERAL WITHHOLDING
EFT	08/03/16	DHS W/H	230.77	08/03/16 DHS WITHHOLDING
EFT	08/03/16	EMPLOYEE HSA CONTRIBUTIONS	230.00	08/03/16 EMPLOYEE HSA CONTRIBUTIONS
EFT	08/08/16	POSTMASTER	1,344.45	AUGUST BILL MAILING
22488	07/19/16	MILLER, JOHN	19.44	2ND QTR 2016 MILEAGE
22489	07/19/16	CLARK, TIM	35.64	2ND QTR 2016 MILEAGE
22490	07/19/16	NICKLAUS, STEVE	5.40	2ND QTR 2016 MILEAGE
22491	07/19/16	MEYER, LOTHAR	10.80	2ND QTR 2016 MILEAGE
22492	07/19/16	WOLFRAM JR., ROBERT	32.40	2ND QTR 2016 MILEAGE
22510	07/29/16	ALLIANT ENERGY	2,732.45	ELECTRIC/GAS
22511	07/29/16	ICAP	34,330.82	PROPERTY INSURANCE 7/2016 - 6/2017
22512	07/29/16	IA DNR	1,275.00	ANNUAL NPDES PERMIT FEE
22513	07/29/16	MUNICIPAL SUPPLY	60.00	METER PARTS
22514	07/29/16	TEST AMERICA	1,998.00	LAB TESTING
22515	07/29/16	FIVE STAR COOP	475.51	LAWN CHEMICALS
22516	07/29/16	FLOYD & LEONARD AUTO ELECT.	6.94	WEEDEATER PARTS
22517	07/29/16	AVESIS	202.54	VISION INS PREMIUMS
22518	07/29/16	PRINCIPAL FINANCIAL	897.03	DENTAL INS PREMIUMS
22519	07/29/16	CARDMEMBER SERVICES	17.97	MENARDS - FLAGS
22519	07/29/16	CARDMEMBER SERVICES	529.08	NC LABS - LAB SUPPLIES
22519	07/29/16	CARDMEMBER SERVICES	231.93	USA BLUE BOOK - JET TRUCK HOSE
22519	07/29/16	CARDMEMBER SERVICES	296.75	CLTEL - PHONE/INTERNET SERVICE
22519	07/29/16	CARDMEMBER SERVICES	2.99	KRAMER - BLDG 30 PUMP #3 PARTS
22519	07/29/16	CARDMEMBER SERVICES	40.46	KRAMER - SHOP SUPPLIES
22519	07/29/16	CARDMEMBER SERVICES	352.95	ALLIED ELECTRONICS - FANS - BLDG #30 CABINETS
22519	07/29/16	CARDMEMBER SERVICES	9.99	KRAMER - BATTERIES
22519	07/29/16	CARDMEMBER SERVICES	139.17	VERIZON - PLANT CELL/CPU SERVICE
22519	07/29/16	CARDMEMBER SERVICES	49.59	THE OP - LUNCH FOR NOON BOARD MEETING
22519	07/29/16	CARDMEMBER SERVICES	69.04	TRACTOR SUPPLY - SHOP SUPPLIES
22519	07/29/16	CARDMEMBER SERVICES	85.12	U OF IOWA SURPLUS - SMALL HOIST
22519	07/29/16	CARDMEMBER SERVICES	219.65	LANDS' END - EMPLOYEE UNIFORMS
22520	07/29/16	MOORE, ANGIE	300.00	JUL CLEANING SERVICES
22521	07/29/16	SIOUX VALLEY ENVIRONMENTAL	1,764.00	ACRYLIC POLYMER
22522	07/29/16	SEH, INC.	6,692.55	ENGINNERING SERVICES - SEWER LINING/SBR
22523	08/09/16	ALLIANT ENERGY	4,139.56	ELECTRIC/GAS
22524	08/09/16	MARCO, INC.	25.05	JUL COPIER MAINT.
22525	08/09/16	BACON, STEVE	70.99	JUL ON-CALL MILEAGE/UNIFORMS REIMBUR.
22526	08/09/16	SPILMAN, DENNIS	43.42	JUL ON-CALL MILEAGE
22527	08/09/16	ABSOLUTE WASTE REMOVAL	96.54	AUG WASTE DISPOSAL SERVICE

22528	08/09/16	PUEGGEL, GRANT	10.80	JUL ON-CALL MILEAGE
22529	08/09/16	HANCOCK COUNTY COOP	<u>289.61</u>	GAS
			<u>109,856.85</u>	

**Clear Lake Sanitary District
Unpaid Invoices as of August 16, 2016**

Check #	Date	Vendor Name	Amount	Description
PENDING	8/16/16	AHLERS & COONEY, P.C.	3,837.66	LEGAL SERVICES THRU JULY 31, 2016
PENDING	8/16/16	CLEAR LAKE MIRROR REPORTER	101.61	LEGAL PUBLICATIONS
PENDING	8/16/16	ELLIOTT EQUIPMENT	608.72	JET TRUCK/CAMERA TRUCK PARTS
PENDING	8/16/16	FAREWAY	124.80	LAB WATER
PENDING	8/16/16	LAKE AUTO PARTS	9.36	SHOP FILTER
PENDING	8/16/16	LANDFILL OF NORTH IOWA	167.40	WASTE/GRIT DISPOSAL
PENDING	8/16/16	NAPA	59.04	PARTS/SUPPLIES
PENDING	8/16/16	QUALITY PUMP & CONTROL	112.69	LS #1 PUMP #1 PARTS
PENDING	8/16/16	SHANE MONSON CONSTRUCTION	6,229.40	CONCRETE WORK - LS #4 & LS #8
PENDING	8/16/16	SJE RHOMBUS	6,250.00	SERVICE/FLEX PLAN 1Q INSTALLMENT
PENDING	8/16/16	JOHNSON, GENE	267.88	REFUND
PENDING	8/16/16	KINNEMAN, RON	11.78	REFUND
			<u>17,780.34</u>	