

MINUTES OF BOARD OF TRUSTEES: January 24, 2017
CLEAR LAKE SANITARY DISTRICT, CERRO GORDO COUNTY, IOWA

The meeting was called to order by President Tim Clark at 2:00 p.m. Clark indicated to those present that the meeting was being tape recorded for meeting minute generation purposes only.

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

Absent:

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

Item # 1. Approve 2017 Officers. Motion by Nicklaus, second by Meyer to approve the following officer appointments: Clark as President, Nicklaus as Vice-President, Meyer as Treasurer, and Wolfram as Clerk. Motion carried, all Trustees present voting 'aye'.

Item # 2. Approve proposed agenda. Motion by Meyer, second by Nicklaus to approve the proposed agenda. Motion carried, all Trustees present voting 'aye'.

Item # 3. Opportunity for public to speak on items not on the agenda.
No public to speak on items not on the agenda.

Item # 4. Approve December 2016 Financial Statement. Motion by Nicklaus, second by Wolfram to approve the December 2016 Financial Statement. Motion carried, all Trustees present voting 'aye'.

Item # 5. Approve December 2016 Invoices. Motion by Nicklaus, second by Wolfram to approve the December 2016 Invoices. Motion carried, all Trustees present voting 'aye'.

Item # 6. Approve December 20th, 2016 board meeting minutes. Motion by Meyer, second by Nicklaus to approve the December 20th, 2016 board meeting minutes. Motion carried, all Trustees present voting 'aye'.

Item # 7. FY 2016 Audit Report. Tabled until the next meeting.

Item # 8. SBR Tank Rehabilitation Project.

- Resolution 17-01, a Resolution rescinding Resolution 16-23 and making award of contract to Western Specialty Contractors. Tabled until the next meeting.

Item # 9. Sanitary Sewer Rehabilitation Project. Change Order No.1, \$4,375. Tabled until the next meeting.

Item #10. Account Adjustment, 010820-007. Moler said that the owner of this rental property had a toilet that continued to run, increasing the usage by about 35,000 gallons. The Board noted that since this water went down the sanitary sewer, no adjustment would be made. Motion by Meyer, second by Nicklaus to stand by the policy of no credit given and allowing the owner three months to pay the bill due to the high usage. Motion carried, all Trustees present voting 'aye'.

Item #11. Ordinance Violation, Account 011713-000. Moler stated that the house on the property was moved in November of 2016, exposing all the floor drains in the basement to the elements. The sewer was never capped as was instructed so a reminder letter was sent on December 29th, 2016 that directed the sewer to be capped within 30 days with possible penalty

enforcement. January 28th, 2017 will be the end of the 30 days to allow the \$100 monthly penalty to be enforced. Motion by Nicklaus, second by Wolfram to enforce the \$100 penalty as per policy if there have been no resolutions to this issue. Motion carried, all Trustees present voting ‘aye’.

Item #12. Set FY 2018 Budget Public Hearing date. Meeting and FY 2018 Budget Public Hearing Date set for February 28th, 2017. Notice will be published on February 8th, 2017.

Item #13. Unfinished Business. No unfinished business.

Item #14. Superintendent’s Report. Moler noted that the sludge report has been submitted online using the new website for reporting.

Item #15. Attorney’s Report. No report.

Item #16. Trustees Report. No report.

There being no further business to discuss, motion by Meyer, second by Nicklaus to adjourn. Motion carried, all Trustees present voting ‘aye’. Meeting adjourned at 2:35 p.m.

ATTEST:

Bobby Wolfram, Jr., Clerk

**Clear Lake Sanitary District
Standard Monthly Invoices already paid as of January 24, 2017**

Check #	Date	Vendor Name	Amount	Description
EFT	12/21/16	NET PAYROLL	14,376.45	12/21/16 NET PAYROLL
EFT	12/21/16	FEDERAL W/H	5,972.96	12/21/16 FEDERAL WITHHOLDING
EFT	12/21/16	DHS W/H	230.77	12/21/16 DHS WITHHOLDING
EFT	12/21/16	EMPLOYEE HSA CONTRIBUTIONS	230.00	12/21/16 EMPLOYEE HSA CONTRIBUTIONS
EFT	12/21/16	IPERS W/H	6,628.84	12/21/16 IPERS WITHHOLDING
EFT	12/21/16	IA DEPT. REV.	2,148.00	12/21/16 STATE W/H
EFT	01/04/17	NET PAYROLL	15,224.44	01/04/17 NET PAYROLL
EFT	01/04/17	BOARD PAYROLL	1,313.38	01/04/17 BOARD 4TH QTR 2016 PAYROLL
EFT	01/04/17	FEDERAL W/H	6,275.92	01/04/17 FEDERAL WITHHOLDING
EFT	01/04/17	DHS W/H	230.77	01/04/17 DHS WITHHOLDING
EFT	01/04/17	EMPLOYEE HSA CONTRIBUTIONS	230.00	01/04/17 EMPLOYEE HSA CONTRIBUTIONS
EFT	01/06/17	POSTMASTER	1,345.08	JANUARY BILL MAILING
EFT	01/12/17	IA WORKFORCE DEVELOPMENT	1.68	4TH QTR 2016 UNEMPLOYMENT
EFT	01/12/17	IA DEPT. REV.	2,619.00	4TH QTR 2016 SALES TAX
EFT	01/18/17	NET PAYROLL	14,190.05	01/18/17 NET PAYROLL
EFT	01/18/17	FEDERAL W/H	5,873.38	01/18/17 FEDERAL WITHHOLDING
EFT	01/18/17	DHS W/H	230.77	01/18/17 DHS WITHHOLDING
EFT	01/18/17	EMPLOYEE HSA CONTRIBUTIONS	230.00	01/18/17 EMPLOYEE HSA CONTRIBUTIONS
EFT	01/18/17	IPERS W/H	6,579.78	01/18/17 IPERS WITHHOLDING
EFT	01/18/17	IA DEPT. REV.	2,127.00	01/18/17 STATE W/H
22758	12/29/16	ENABNIT, RUSSELL	367.12	2016 DEDUCTIBLE REIMBURSEMENT

22759	12/29/16	MCLAUGHLIN, KELLY	500.00	2016 DEDUCTIBLE REIMBURSEMENT
22760	12/29/16	SPILMAN, DENNIS	1,000.00	2016 DEDUCTIBLE REIMBURSEMENT
22761	12/29/16	ALLIANT ENERGY	613.78	ELECTRIC/GAS
22762	12/29/16	PLUMB SUPPLY CO	12.38	PRESSURE GAUGE - BOILERS
22763	12/29/16	CRESCENT ELECTRIC	134.02	PARTS FOR SHOP LIGHTING
22764	12/29/16	TEST AMERICA	1,515.00	LAB TESTING
22765	12/29/16	SPILMAN, DENNIS	72.36	DEC ON-CALL MILEAGE
22766	12/29/16	FEDERAL EXPRESS	91.22	SHIPPING CHARGES
22767	12/29/16	FLICK, TERRY (SNAP-ON TOOLS)	51.50	SHOP TOOLS
22768	12/29/16	AVESIS	212.51	VISION INSURANCE PREMIUMS
22769	12/29/16	PUEGGEL, GRANT	10.80	DEC ON-CALL MILEAGE
22770	12/29/16	PRINCIPAL FINANCIAL GROUP	903.18	DENTAL INSURANCE PREMIUMS
22771	12/29/16	MASON CITY RED POWER	44.20	SKID LOADER CAB FILTER
22772	12/29/16	CARDMEMBER SERVICES	(1,000.00)	CASH BACK REWARDS
22772	12/29/16	CARDMEMBER SERVICES	(53.30)	LANDS' END - UNIFORM RETURN
22772	12/29/16	CARDMEMBER SERVICES	(16.99)	KRAMER - ROPE RETURN
22772	12/29/16	CARDMEMBER SERVICES	209.36	ZIEGLER CAT - AG CHEM PARTS
22772	12/29/16	CARDMEMBER SERVICES	6.49	KRAMER - SHOP SUPPLIES
22772	12/29/16	CARDMEMBER SERVICES	48.15	FLOWERS N MORE - FUNERAL FLOWERS
22772	12/29/16	CARDMEMBER SERVICES	45.73	KRAMER - SHOP SUPPLIES
22772	12/29/16	CARDMEMBER SERVICES	337.13	CL TEL - PHONE/INTERNET
22772	12/29/16	CARDMEMBER SERVICES	450.00	LANDS' END - EMPLOYEE UNIFORMS
22772	12/29/16	CARDMEMBER SERVICES	380.73	MENARDS - ICE MELT
22772	12/29/16	CARDMEMBER SERVICES	7.98	KRAMER - ANTI-FREEZE
22772	12/29/16	CARDMEMBER SERVICES	39.35	KRAMER - PLANT/SHOP SUPPLIES
22772	12/29/16	CARDMEMBER SERVICES	160.40	VERIZON - PLANT CELL/CPU SERVICE
22772	12/29/16	CARDMEMBER SERVICES	81.56	KRAMER - SHOP SUPPLIES
22772	12/29/16	CARDMEMBER SERVICES	62.98	KRAMER - PRETREATMENT BLDG THERMOMETER
22772	12/29/16	CARDMEMBER SERVICES	58.88	AMAZON - OFFICE SUPPLIES
22772	12/29/16	CARDMEMBER SERVICES	4.47	KRAMER - SHOP SUPPLIES
22772	12/29/16	CARDMEMBER SERVICES	332.71	MENARDS - SOFTENER SALT
22772	12/29/16	CARDMEMBER SERVICES	14.48	KRAMER - POWER INDICATOR LIGHTS
22772	12/29/16	CARDMEMBER SERVICES	35.62	KRAMER - SHOP SUPPLIES
22772	12/29/16	CARDMEMBER SERVICES	30.00	MCLAUGHLIN - IAWEA RENEWAL
22772	12/29/16	CARDMEMBER SERVICES	77.78	ROCKAUTO - TRUCK #1 DOOR HANDLE
22772	12/29/16	CARDMEMBER SERVICES	32.45	KRAMER - WATER HEATER PARTS
22772	12/29/16	CARDMEMBER SERVICES	81.94	KRAMER - FLAG ROPE & SNAPS
22772	12/29/16	CARDMEMBER SERVICES	20.97	KRAMER - PRIMER FOR RADIO TOWER
22772	12/29/16	CARDMEMBER SERVICES	41.65	KRAMER - SHOP SUPPLIES
22772	12/29/16	CARDMEMBER SERVICES	17.76	KRAMER - SHOP SUPPLIES
22772	12/29/16	CARDMEMBER SERVICES	1,008.14	AMAZON - SHOP LIGHTS
22772	12/29/16	CARDMEMBER SERVICES	39.63	KRAMER - SHOP SUPPLIES
22772	12/29/16	CARDMEMBER SERVICES	140.49	AMAZON - SHOP LIGHTS
22773	12/29/16	MOORE, ANGIE	300.00	DEC CLEANING SERVICES
22774	12/29/16	SUPERIOR LUMBER	39.12	CEILING TILES
22775	12/29/16	LAKE AUTO PARTS	3.88	SNOW PLOW LAMP
22776	12/29/16	ENGINEERED EQUIP. SOLUTIONS	1,695.61	POLYMER PUMP PARTS
22777	12/29/16	SHORT ELLIOTT HENDRICKSON	6,543.74	SEWER LINING/SBR TANK PROJ. ENGINEERING
22778	01/04/17	ENABNIT, RUSSELL	3,000.00	2017 HSA CONTRIBUTION
22779	01/04/17	MCLAUGHLIN, KELLY	1,500.00	2017 HSA CONTRIBUTION
22780	01/04/17	TUSHA, TED	3,000.00	2017 HSA CONTRIBUTION
22781	01/04/17	CASE, MICHELLE	3,000.00	2017 HSA CONTRIBUTION
22782	01/04/17	SPILMAN, DENNIS	3,000.00	2017 HSA CONTRIBUTION
22783	01/04/17	MOLER, KEVIN	3,000.00	2017 HSA CONTRIBUTION
22784	01/04/17	FULLERTON, RON	3,000.00	2017 HSA CONTRIBUTION
22785	01/04/17	PUEGGEL, GRANT	1,500.00	2017 HSA CONTRIBUTION

22786	01/04/17	MOORE, TAYLOR	3,000.00	2017 HSA CONTRIBUTION
22787	01/13/17	TUSHA, TED	1,000.00	2017 DEDUCTIBLE REIMBURSEMENT
22788	01/13/17	ALLIANT ENERGY	7,571.66	ELECTRIC/GAS
22789	01/13/17	NAPA AUTO PARTS	274.88	PARTS/SUPPLIES
22790	01/13/17	CLEAR LAKE MIRROR REPORTER	93.79	HEARING NOTICE POSTING
22791	01/13/17	MILLER, JOHN	9.72	4TH QTR 2016 MILEAGE
22792	01/13/17	CRESCENT ELECTRIC	351.57	EXPLOSION PROOF LIGHT/SWITCH
22793	01/13/17	MARCO, INC.	27.81	COPIER MAINT FEE
22794	01/13/17	TEST AMERICA	464.00	LAB TESTING
22795	01/13/17	TUSHA, TED	68.58	JAN ON-CALL MILEAGE
22796	01/13/17	ABSOLUTE WASTE REMOVAL	96.54	WASTE DISPOSAL SERVICE
22797	01/13/17	GOODNATURES WORK STOP	2.49	EMPLOYEE BOOT LACES
22798	01/13/17	FULLERTON, RON	37.58	DEC ON-CALL MILEAGE
22799	01/13/17	CLARK, TIM	17.82	4TH QTR 2016 MILEAGE
22800	01/13/17	GUSTAVE A LARSON	133.38	PRETREATMENT BLDG BOILERS THERM. SWITCH
22801	01/13/17	POTTER & BRANT, PLC	3,900.00	FY 2016 AUDIT - PARTIAL BILLING
22802	01/13/17	NICKLAUS, STEVE	5.40	4TH QTR 2016 MILEAGE
22803	01/13/17	PUEGGEL, GRANT	10.80	DEC ON-CALL MILEAGE
22804	01/13/17	MEYER, LOTHAR	6.48	4TH QTR 2016 MILEAGE
22805	01/13/17	WOLFRAM, JR., ROBERT	16.20	4TH QTR 2016 MILEAGE
22806	01/13/17	GRP & ASSOCIATES	33.00	LAB WASTE DISPOSAL
22807	01/13/17	MOORE, ANGIE	150.00	JAN CLEANING SERVICES
22808	01/13/17	ADVANTAGE ADMINISTRATORS	300.00	2017 DISCRIMINATION TESTS
22809	01/13/17	HANCOCK COUNTY COOP	321.18	GAS
22810	01/13/17	SJE RHOMBUS	12,350.25	SPARE RADIO PARTS/FLEX PLAN PYMT
22811	01/18/17	POSTMASTER	470.00	10 ROLLS OF STAMPS
			154,578.36	

**Clear Lake Sanitary District
Unpaid Invoices as of January 24, 2017**

Check #	Date	Vendor Name	Amount	Description
PENDING	1/24/17	ALLIANT ENERGY	11,659.66	GAS/ELECTRIC BILLS
PENDING	1/24/17	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
PENDING	1/24/17	IOWA ONE CALL	12.70	IA ONE CALL LOCATE CHARGES
PENDING	1/24/17	JOHNSON HEATING & AIR COND.	470.00	PRETREATMENT BLDG BOILER REPAIR
PENDING	1/24/17	LARRY ELWOOD CONSTRUCTION	123.97	SANDER FITTED COVER
PENDING	1/24/17	MECAHNICAL AIR SYSTEMS	1,356.51	PRETREATMENT BLDG BOILER REPAIR
PENDING	1/24/17	OFFICE ELEMENTS	73.80	COPY PAPER
PENDING	1/24/17	PEKIN	509.26	LIFE INSURANCE PREMIUMS
PENDING	1/24/17	PRINCIPAL FINANCIAL	903.18	DENTAL INSURANCE PREMIUMS
PENDING	1/24/17	PUEGGEL, GRANT	21.60	ON CALL MILEAGE
PENDING	1/24/17	SECORY PLUMBING & HEATING INC.	40.00	SHOP VENT
PENDING	1/24/17	WELLMARK BLUE CROSS	11,700.64	HEALTH INS PREMIUMS
PENDING	1/24/17	KASTER, JERRY	1.64	REFUND
			26,966.68	