

**MINUTES OF BOARD OF TRUSTEES: February 28, 2017**  
**CLEAR LAKE SANITARY DISTRICT, CERRO GORDO COUNTY, IOWA**

The meeting was called to order by President Tim Clark at 1:33 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  
Tom Madden, Engineer, SEH  
Kristi Brant, CPA, Potter & Brant, PLC  
Shane Jacobson, Central Iowa Televising (Conf. Call)  
Curt Hoffart, Visu-Sewer  
John Nelson, Visu-Sewer

Item # 1. Approve proposed agenda. Motion by Wolfram, second by Nicklaus to approve the proposed agenda. 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 January 2017 Financial Statement. Motion by Wolfram, second by Nicklaus to approve the January 2017 Financial Statement. Motion carried, all Trustees present voting 'aye'.

Item # 4. Approve January 2017 Invoices. Motion by Nicklaus, second by Wolfram to approve the January 2017 Invoices. Motion carried, all Trustees present voting 'aye'.

Item # 5. Approve January 24<sup>th</sup> and 30<sup>th</sup>, 2017 board meeting minutes. Motion by Nicklaus, second by Wolfram to approve the January 24<sup>th</sup> and 30<sup>th</sup>, 2017 board meeting minutes. Motion carried, all Trustees present voting 'aye'.

Item # 6. Sanitary Sewer Rehabilitation Project. Change Order No. 1, \$4,375. Moler and the Board discussed the issue of the unfinished project with the Visu-Sewer reps on site and explained to them that the District did not want to pay for a change order that was never completed. Visu-Sewer indicated that they did not expect payment for the change order, as they were unable to complete the job, and were only asking that the original amounts for SR 1 and SR 2 be paid. Visu-Sewer and the Board apologized for the miscommunication and the Board agreed to pay SR 1 and SR 2 repair costs per the contract.

Item # 7. Central Iowa Televising Sewer Spot Repair Quote, \$15,700. Moler brought Shane Jacobson, of Central Iowa Televising, into the meeting via conference call so that the Board may ask a few questions. The Board requested that the quote be knocked down \$500 and Shane agreed. Jacobson expressed his confidence in being successful with his repair process. Motion by Clark, second by Nicklaus to approve Central Iowa Televising's spot repair quote in the amount of \$15,200. Motion carried, all Trustees present voting 'aye'.

Item # 8. SBR Tank Rehabilitation Project.

- Resolution 17-02, a Resolution approving Plans, Specification and Engineer's Estimate of Cost. Motion by Meyer, second by Nicklaus to approve Resolution 17-02. President

Clark called roll with the following results: Meyer 'aye'; Wolfram 'aye'; Nicklaus 'aye'; and Clark 'aye'. Motion carried.

- Resolution 17-03, a Resolution awarding contract to Mongan Painting Co. with a bid of \$849,501. Motion by Nicklaus, second by Meyer to approve Resolution 17-03. President Clark called roll with the following results: Meyer 'aye'; Wolfram 'aye'; Nicklaus 'aye'; and Clark 'aye'. Motion carried.

Motion by Nicklaus, second by Meyer to move Item #13, Fiscal Year 2016 Audit Report up to #9. Motion carried, all Trustees present voting 'aye'.

Item # 9. FY 2016 Audit Report. Brant presented the highlights from the FY 2016 Audit and answered any questions the Board had. Motion by Meyer, second by Wolfram to approve the FY 2016 Audit Report. Motion carried, all Trustees present voting 'aye'.

Item #10. Resolution 17-04, a Resolution approving FY 2018 Budget. Moler reminded the Board that this budget includes a 1% increase on the sewer rates as well as a 10% increase in lab, televising and cleaning fees. Motion by Nicklaus, second by Wolfram to approve Resolution 17-04. President Clark called roll with the following results: Meyer 'aye'; Wolfram 'aye'; Nicklaus 'aye'; and Clark 'aye'. Motion carried.

Item #11. Abate \$1,272 of penalties and interest applied to the special assessments levied against parcel 052331700200 and against parcel 052331700300 for the benefit of reestablishing property tax payments. Moler explained that the individuals who inherited this property just found out that they owned it and are asking Cerro Gordo County to abate penalties and interest to get the property caught up on back taxes. Included in this is the Sanitary District's special assessment of \$556 for stubbing sewer into the vacant lot before the county paved the road in 1991 which the cost was divided by 2 and applied as an assessment to each of the adjacent parcels owned by this one owner. Total owed on both parcels including penalties and interest is \$3,100, the total abatement would be \$2,544, leaving the original \$556 due for the special assessment. Motion by Wolfram, second by Nicklaus to approve the abatement of \$1,272 per parcel and accept the principal amount due of \$278 per parcel. Motion carried, all Trustees present voting 'aye'.

Item #12. Account Adjustment 010368-000. Moler said that this property has an outside water line serving a bathroom and that this line broke, which resulted in 91,000 gallons of water usage that leaked into the ground. The average usage at this property is around 1,000 gallons, so a credit would be 90,000 gallons or \$195.30. Motion by Nicklaus, second by Meyer to approve the 90,000 gallon credit, only upon verification of the line break location or that the water did not enter the sewer. Motion carried, all Trustees present voting 'aye'.

Item #13. Cerro Gordo County S Shore Dr Resurfacing Project Memorandum of Understanding. Moler stated that the County let a project to resurface South Shore Drive this summer. The District has 11 sewer manhole covers within the project construction area. The District will provide sealed manhole covers for the contractor to install when they box out and adjust the manhole cover elevation to conform to the new road elevation. The District's attorney, Jeff Stone, recommended that the County require the contractor to include the District as an insured party in case something goes wrong on the project. Stone also recommended that the District and County have a signed Memorandum of Understanding that details the work being done to the District's infrastructure and how payment for this work will be assessed. Stone has prepared this document and requests the Board's approval. Motion by Nicklaus, second by Meyer to approve the Cerro Gordo County S Shore Dr Resurfacing Project Memorandum of Understanding. Motion carried, all Trustees present voting 'aye'.

Item #14. Unfinished Business. Moler asked for suggestions for whom to use as an engineer for the upcoming UV Treatment Facility Project. Clark suggested Fox Engineering and the rest of the Board agreed.

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

Item #16. Attorney’s Report. No report.

Item #17. Trustees Report. No report.

There being no further business to discuss, motion by Nicklaus, second by Meyer to adjourn. Motion carried, all Trustees present voting ‘aye’. Meeting adjourned at 4:32 p.m.

ATTEST:

\_\_\_\_\_  
Bobby Wolfram, Jr., Clerk

**Clear Lake Sanitary District**  
**Standard Monthly Invoices already paid as of February 28, 2017**

Check #	Date	Vendor Name	Amount	Description
EFT	02/01/17	NET PAYROLL	15,287.56	02/01/17 NET PAYROLL
EFT	02/01/17	FEDERAL W/H	6,062.18	02/01/17 FEDERAL WITHHOLDING
EFT	02/01/17	DHS W/H	230.77	02/01/17 DHS WITHHOLDING
EFT	02/01/17	EMPLOYEE HSA CONTRIBUTIONS	230.00	02/01/17 EMPLOYEE HSA CONTRIBUTIONS
EFT	02/03/17	POSTMASTER	1,359.14	FEBRUARY BILL MAILING
EFT	02/15/17	NET PAYROLL	14,146.39	02/15/17 NET PAYROLL
EFT	02/15/17	FEDERAL W/H	5,836.79	02/15/17 FEDERAL WITHHOLDING
EFT	02/15/17	DHS W/H	230.77	02/15/17 DHS WITHHOLDING
EFT	02/15/17	EMPLOYEE HSA CONTRIBUTIONS	230.00	02/15/17 EMPLOYEE HSA CONTRIBUTIONS
EFT	02/15/17	IPERS W/H	6,563.20	02/15/17 IPERS WITHHOLDING
EFT	02/15/17	IA DEPT. REV.	2,119.00	02/15/17 STATE W/H
22825	01/31/17	HEARTLAND PAPER CO.	458.73	SHOP WIPES/PLANT SUPPLIES
22826	01/31/17	CRESCENT ELECTRIC	8.92	SHOP SUPPLIES
22827	01/31/17	MUNICIPAL SUPPLY	715.65	METERS/TOUCHPADS
22828	01/31/17	TEST AMERICA	1,512.50	LAB TESTING
22829	01/31/17	WEF	160.00	MOLER - MEMBERSHIP RENEWAL
22830	01/31/17	J&J MACHINE	126.65	SHOP SUPPLIES
22831	01/31/17	FULLERTON, RON	12.53	JAN ON-CALL MILEAGE
22832	01/31/17	AVESIS	212.51	FEB VISION INS PREMIUMS
22833	01/31/17	CARDMEMBER SERVICES	(33.48)	KRAMER - CREDIT FOR INCORRECT INVOICE
22833	01/31/17	CARDMEMBER SERVICES	3,853.27	HACH - LDO PROBE - LS #3
22833	01/31/17	CARDMEMBER SERVICES	190.97	KRAMER - SHOP LIGHTING PARTS
22833	01/31/17	CARDMEMBER SERVICES	7.78	KRAMER - SHOP SUPPLIES
22833	01/31/17	CARDMEMBER SERVICES	106.64	FISHER SCIENTIFIC - LAB SUPPLIES
22833	01/31/17	CARDMEMBER SERVICES	48.79	KRAMER - SUPPLIES FOR SERVICE TRUCK
22833	01/31/17	CARDMEMBER SERVICES	1,148.33	NORTCH CENTRAL LABS - LAB SUPPLIES
22833	01/31/17	CARDMEMBER SERVICES	180.94	ZORO - CABINET FOR SERVICE TRUCK
22833	01/31/17	CARDMEMBER SERVICES	311.40	CL TEL - PHONE/INTERNET

22833	01/31/17	CARDMEMBER SERVICES	14.97	KRAMER - SHOP SUPPLIES
22833	01/31/17	CARDMEMBER SERVICES	33.48	KRAMER - KEY - INCORRECT INVOICE
22833	01/31/17	CARDMEMBER SERVICES	33.25	ULINE - BAGS FOR PLC STORAGE
22833	01/31/17	CARDMEMBER SERVICES	36.46	KRAMER - SHOP PAINT/SUPPLIES
22833	01/31/17	CARDMEMBER SERVICES	152.13	VERIZON - PLANT CELL/CPU SERVICE
22833	01/31/17	CARDMEMBER SERVICES	19.99	KRAMER - TOTE FOR PLANT
22833	01/31/17	CARDMEMBER SERVICES	619.45	HACH - LAB SUPPLIES
22833	01/31/17	CARDMEMBER SERVICES	274.10	JCI - GRIT PUMP PARTS
22833	01/31/17	CARDMEMBER SERVICES	190.00	IAWEA - MAINT. CONF. - TUSHA
22833	01/31/17	CARDMEMBER SERVICES	190.00	IAWEA - MAINT. CONF. - PUEGGEL
22833	01/31/17	CARDMEMBER SERVICES	190.00	IAWEA - MAINT. CONF. - MCLAUGHLIN
22833	01/31/17	CARDMEMBER SERVICES	411.93	HOMWOOD SUITES - LODGING FOR MAINT. CONF.
22833	01/31/17	CARDMEMBER SERVICES	5,286.00	SWANSON FLO - SBR #3 ACTUATOR ASSY
22833	01/31/17	CARDMEMBER SERVICES	29.99	KRAMER - SHOP SUPPLIES
22833	01/31/17	CARDMEMBER SERVICES	4,628.11	JCI - GRIT PUMP PARTS
22833	01/31/17	CARDMEMBER SERVICES	8.97	KRAMER - SHOP SUPPLIES
22833	01/31/17	CARDMEMBER SERVICES	38.24	AMAZON - MOLER - CERTIFICATE PAPER
22833	01/31/17	CARDMEMBER SERVICES	674.66	THERMOWORKS - THERMOMETER CALIBRATIONS
22834	01/31/17	MOORE, ANGIE	150.00	JAN CLEANING SERVICES
22835	02/03/17	TUSHA, TED	110.65	MILEAGE TO MAINTENANCE CONFERENCE
22836	02/03/17	J&J MACHINE	366.72	THREAD SBR ACTUATOR PARTS/SHOP METAL
22837	02/15/17	DIAMOND VOGEL	196.87	PAINT FOR LS#5
22838	02/15/17	BMC AGGREGATES	65.63	SAND FOR WALKWAYS
22839	02/15/17	ALLIANT ENERGY	16,772.59	ELECTRIC/GAS
22840	02/15/17	NAPA AUTO PARTS	129.89	BATTERY - TRUCK #1
22841	02/15/17	FAREWAY	168.50	WATER FOR LAB/DRINKS FOR LUNCHEON
22842	02/15/17	LANDFILL OF NORTH IOWA	31.00	GRIT DISPOSAL
22843	02/15/17	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
22844	02/15/17	MARCO, INC.	58.69	JAN COPIER MAINT.
22845	02/15/17	MUNICIPAL SUPPLY	23.65	5/8" FORST PLATE & LINER
22846	02/15/17	TUSHA, TED	14.34	FEB ON-CALL MILEAGE
22847	02/15/17	WELLMARK BCBS	11,488.14	HEALTH INSURANCE PREMIUMS
22848	02/15/17	ABSOLUTE WASTE REMOVAL	96.54	FEB WASTE DISPOSAL SERVICE
22849	02/15/17	GOODNATURES WORK STOP	339.88	EMPLOYEE UNIFORMS/BOOTS
22850	02/15/17	FLICK, TERRY (SNAP-ON TOOLS)	39.25	SHOP TOOLS
22851	02/15/17	PEKIN LIFE INSURANCE	509.26	LIFE INSURANCE PREMIUMS
22852	02/15/17	CULVER-HAHN ELECTRIC	24.74	THICKENER ROOM PARTS/FAN CONTROL SWITCH
22853	02/15/17	HANCOCK COUNTY COOP	375.98	GAS
22854	02/15/17	LAKE AUTO PARTS, INC.	45.15	SHOP PARTS AND SUPPLIES
22855	02/15/17	PAPOUSEK, CHRIS	906.00	REFUND CHECK
			<u>106,156.85</u>	

**Clear Lake Sanitary District  
Unpaid Invoices as of February 28, 2017**

Check #	Date	Vendor Name	Amount	Description
PENDING	2/28/17	ACCELA	917.70	DEC & JAN WEB PYMT/CC FEES
PENDING	2/28/17	ALLIANT ENERGY	2,460.21	GAS/ELECTRIC BILLS
PENDING	2/28/17	CARDMEMBER SERVICES	(6.38)	AMAZON - CREDIT FOR MISSING ITEMS
PENDING	2/28/17	CARDMEMBER SERVICES	100.00	IAWEA - COLLECTION SYS. CONF. - MOLER
PENDING	2/28/17	CARDMEMBER SERVICES	1,137.21	COLE-PARMER - POLYMER MIXER
PENDING	2/28/17	CARDMEMBER SERVICES	1,296.20	ERA - LAB TESTING
PENDING	2/28/17	CARDMEMBER SERVICES	310.95	CL TEL - PHONE/INTERNET
PENDING	2/28/17	CARDMEMBER SERVICES	20.94	AMAZON - FOLDERS

PENDING	2/28/17	CARDMEMBER SERVICES	149.69	VERIZON - PLANT CELL/CPU SERVICE
PENDING	2/28/17	CARDMEMBER SERVICES	264.18	AMAZON - OFFICE SUPPLIES
PENDING	2/28/17	CARDMEMBER SERVICES	389.29	NORTHERN TOOL - PLATFORM CART
PENDING	2/28/17	CARDMEMBER SERVICES	200.00	HY-VEE - CHRISTMAS LUNCHEON
PENDING	2/28/17	CARDMEMBER SERVICES	33.95	KRAMER - SHOP SUPPLIES
PENDING	2/28/17	CARDMEMBER SERVICES	365.87	ZORO - NEEDLE SCALER
PENDING	2/28/17	CARDMEMBER SERVICES	40.98	KRAMER - SHOP SUPPLIES
PENDING	2/28/17	CARDMEMBER SERVICES	216.11	GLOBAL INDUSTRIAL - THICKENER ROOM FAN
PENDING	2/28/17	CARDMEMBER SERVICES	105.00	IAWEA - BIOSOLIDS CONF. - MOLER
PENDING	2/28/17	CARDMEMBER SERVICES	17.97	KRAMER - MOUSE TRAPS
PENDING	2/28/17	CARDMEMBER SERVICES	81.92	KRAMER - SHOP SUPPLIES
PENDING	2/28/17	CARDMEMBER SERVICES	429.46	ERA - LAB TESTING
PENDING	2/28/17	CARDMEMBER SERVICES	20.67	KRAMER - POLYMER PUMP PARTS/SHOP
PENDING	2/28/17	CARDMEMBER SERVICES	364.81	RF PARTS CO - CABLE/PARTS - LS#5 TOWER
PENDING	2/28/17	CARDMEMBER SERVICES	33.83	MENARDS - BULBS FOR LS#5
PENDING	2/28/17	CARDMEMBER SERVICES	115.58	ZORO - PAINTING/CLEANING COVERALLS
PENDING	2/28/17	CARDMEMBER SERVICES	119.82	ZORO - LAB SHOP VAC
PENDING	2/28/17	LANDFILL OF NORTH IOWA	22.74	WASTE/GRIT DISPOSAL
PENDING	2/28/17	MC2, INC.	164.96	BLDG 30 ELECTRODE HOLDER/PROBE
PENDING	2/28/17	PRINCIPAL FINANCIAL	903.18	DENTAL INSURANCE PREMIUMS
PENDING	2/28/17	SEH, INC	1,506.59	SBR TANK REHAB ENGINEERING
PENDING	2/28/17	TEST AMERICA	2,155.00	LAB TESTING
			<u>13,938.43</u>	