

**MINUTES OF BOARD OF TRUSTEES: May 16, 2017**  
**CLEAR LAKE SANITARY DISTRICT, CERRO GORDO COUNTY, IOWA**

The meeting was called to order by President Tim Clark at 1:30 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)

Absent: Bobby Wolfram, Jr. (Clerk)

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

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

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

Item # 5. Approve April 18<sup>th</sup>, 2017 board meeting minutes. Motion by Nicklaus, second by Meyer to approve the April 18<sup>th</sup>, 2017 board meeting minutes. Motion carried, all Trustees present voting 'aye'.

Item # 6. Resolution 17-08, a Resolution approving a Voluntary Annexation Petition for Parcels 060837700200, 060837700300, 061712600500, 060840000700, 060840001200, 060840000800, and 061722600100. Motion by Meyer, second by Nicklaus to approve Resolution 17-08, a Resolution approving a Voluntary Annexation Petition for Parcels 060837700200, 060837700300, 061712600500, 060840000700, 060840001200, 060840000800, and 061722600100. President Clark called roll with the following results: Meyer, 'aye'; Nicklaus 'aye'; and Clark 'aye'. Motion carried.

Item # 7. Resolution 17-09, a Resolution approving a Voluntary Annexation Petition for Parcels 052035100200, 052035100201, 052037600100, 052037600101, 052920000200, and 052920000201. Motion by Nicklaus, second by Meyer to approve Resolution 17-09, a Resolution approving a Voluntary Annexation Petition for Parcels 052035100200, 052035100201, 052037600100, 052037600101, 052920000200, and 052920000201. President Clark called roll with the following results: Meyer, 'aye'; Nicklaus 'aye'; and Clark 'aye'. Motion carried.

Item # 8. Administration Building Roofing Project. Pay Request No. 1, \$52,497. Moler said that this pay request was for 80% completion. Moler also noted that a leak has been discovered during the last heavy rain. However, it's unknown if the leak is coming from the roof or the windows on the roof, at this time. Motion by Nicklaus, second by Meyer to approve Pay Request No.1 in the amount of \$52,497. Motion carried, all Trustees present voting 'aye'.

Item # 9. LS 3 Collection and Force Main Systems.

- Force Main Condition Assessment Quote \$15,461. Moler explained that the assessment would be done in several locations where there are air release valves. A device would be

hooked up and electric current would be measured in each location for a couple days. Moler and the Board decided that this wasn't best option at this time. No action taken.

- Collection System Maintenance Access Options Between MH 86 and MH 102. Moler stated he contacted the Nature Conservancy regarding possibly building a road on their property to allow us to access the section of pipe between MH 86 and MH 102. The attorney for the Nature Conservancy indicated that this would not be possible. Moler said another option would be a self-contained trailer mounted jetting system, but getting it to and from the site would be an issue. Moler and the Board discussed using a rubber track tractor to pull such a unit into the area and the possibility of using the track tractor to replace the terra gator for sludge hauling purposes. With a track tractor the District could either pull an umbilical hose or pull a 7,300 gallon tank to haul the sludge. The Board also recommended that Moler look into contracting the hauling out to see what the cost would be. This was tabled until a future meeting.

Item #10. Amendment to Ordinance No. 7, 1% Increase in Sewer Charges. Clark read through the amendment to Ordinance No. 7, which is a 1% increase to sewer charges. Motion by Nicklaus, second by Meyer to approve the first reading of the Amendment to Ordinance No. 7. Motion carried, all Trustees present voting 'aye'.

Item #11. Unfinished Business. No report.

Item #12. Superintendent's Report. Moler noted that it seems to be more cost effective to start sending our weekly BOD samples to Test America, which would free up one person in the lab to help with operations and maintenance issues.

Item #13. 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 3:35 p.m.

ATTEST:

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Bobby Wolfram, Jr., Clerk

**Clear Lake Sanitary District**  
**Standard Monthly Invoices already paid as of May 16, 2017**

Check #	Date	Vendor Name	Amount	Description
EFT	04/26/17	NET PAYROLL	14,134.66	04/26/17 NET PAYROLL
EFT	04/26/17	FEDERAL W/H	6,051.82	04/26/17 FEDERAL WITHHOLDING
EFT	04/26/17	DHS W/H	230.77	04/26/17 DHS WITHHOLDING
EFT	04/26/17	EMPLOYEE HSA CONTRIBUTIONS	230.00	04/26/17 EMPLOYEE HSA CONTRIBUTIONS
EFT	04/26/17	IPERS W/H	6,564.12	04/26/17 IPERS WITHHOLDING
EFT	04/26/17	IA DEPT. REV.	2,096.00	04/26/17 STATE W/H
EFT	05/04/17	POSTMASTER	1,359.78	MAY BILL MAILING
EFT	05/10/17	NET PAYROLL	15,143.58	05/10/17 NET PAYROLL
EFT	05/10/17	FEDERAL W/H	6,218.13	05/10/17 FEDERAL WITHHOLDING
EFT	05/10/17	DHS W/H	230.77	05/10/17 DHS WITHHOLDING

EFT	05/10/17	EMPLOYEE HSA CONTRIBUTIONS	230.00	05/10/17 EMPLOYEE HSA CONTRIBUTIONS
22951	04/27/17	PMMIC	788.00	LS #5 UST INSURANCE PREMIUMS
22952	04/27/17	IA DNR	85.00	NPDES PERMIT AMENDMENT FEE - POWDER CRAFT
22953	04/27/17	TUSHA, TED	57.35	APR ON-CALL MILEAGE
22954	04/27/17	FEDERAL EXPRESS	136.43	MAR SHIPPING CHARGES
22955	04/27/17	FIVE STAR COOP	58.99	GRASS SEED
22956	04/27/17	J & J MACHINE	170.48	SKID LOADER FORK PARTS
22957	04/27/17	AVESIS	201.41	VISION INSURANCE PREMIUMS
22958	04/27/17	PRINCIPAL FINANCIAL	903.18	DENTAL INSURANCE PREMIUMS
22959	04/27/17	CARDMEMBER SERVICES	(12.95)	AMAZON - RETURNED PHONE CASE
22959	04/27/17	CARDMEMBER SERVICES	(32.08)	MENARDS - RETURNED TRI-TAP
22959	04/27/17	CARDMEMBER SERVICES	98.11	KRAMER - SHOP SUPPLIES
22959	04/27/17	CARDMEMBER SERVICES	310.95	CLTEL - PHONE/INTERNET SERVICE
22959	04/27/17	CARDMEMBER SERVICES	8.23	AMAZON - OFFICE SUPPLIES
22959	04/27/17	CARDMEMBER SERVICES	530.99	CUMMINS - PLANT GENERATOR BLOCK HEATER KIT
22959	04/27/17	CARDMEMBER SERVICES	225.00	ENERGYCONTROL.COM - BOILER VALVE
22959	04/27/17	CARDMEMBER SERVICES	79.90	AMAZON - OFFICE SUPPLIES
22959	04/27/17	CARDMEMBER SERVICES	53.76	AMAZON - OFFICE SUPPLIES
22959	04/27/17	CARDMEMBER SERVICES	35.97	KRAMER - LS #5 PARTS
22959	04/27/17	CARDMEMBER SERVICES	149.69	VERIZON - PLANT CELL/CPU SERVICE
22959	04/27/17	CARDMEMBER SERVICES	195.46	ERA - LAB TESTING
22959	04/27/17	CARDMEMBER SERVICES	885.26	HACH - LAB SUPPLIES
22959	04/27/17	CARDMEMBER SERVICES	38.73	STANDARD BEARINGS - THICKENER PUMP PARTS
22959	04/27/17	CARDMEMBER SERVICES	480.50	STANDARD BEARINGS - THICKENER PUMP PARTS
22959	04/27/17	CARDMEMBER SERVICES	93.52	EBAY - WAS STATION CABINET LOCKS
22959	04/27/17	CARDMEMBER SERVICES	63.79	CURRENTLABELS.COM - LAB LABELS
22959	04/27/17	CARDMEMBER SERVICES	332.71	MENARDS - SOFTENER SALT
22959	04/27/17	CARDMEMBER SERVICES	32.08	MENARDS - TRI-TAP
22959	04/27/17	CARDMEMBER SERVICES	199.99	STAPLES - BATTERY BACKUP - LS #10
22959	04/27/17	CARDMEMBER SERVICES	24.58	KRAMER - SHOP SUPPLIES
22959	04/27/17	CARDMEMBER SERVICES	1,296.20	ERA - LAB TESTING
22959	04/27/17	CARDMEMBER SERVICES	14.99	KRAMER - BATTERIES
22959	04/27/17	CARDMEMBER SERVICES	425.00	HACH - DR2800 SERVICE
22959	04/27/17	CARDMEMBER SERVICES	74.88	THERMOWORKS - THERMOMETER CALIBRATIONS
22959	04/27/17	CARDMEMBER SERVICES	19.98	KRAMER - SHOP SUPPLIES
22959	04/27/17	CARDMEMBER SERVICES	132.31	AMAZON - OFFICE/LAB SUPPLIES
22959	04/27/17	CARDMEMBER SERVICES	113.88	FLEET FARM - SAFETY GLASSES
22959	04/27/17	CARDMEMBER SERVICES	2,028.08	KAMAN - 6" LAYFLAT HOSES
22959	04/27/17	CARDMEMBER SERVICES	83.10	SEATTLE MARINE - BUOY LIGHTS
22959	04/27/17	CARDMEMBER SERVICES	492.00	HACH - SBR 2 & 4 DO PROBE SENSOR CAPS
22959	04/27/17	CARDMEMBER SERVICES	51.43	MCDONALDS - MEALS - LS #3 FORCE MAIN PROJ.
22961	04/27/17	POSM SOFTWARE	1,500.00	POSM SOFTWARE RENEWAL
22962	04/27/17	SUPERIOR LUMBER	10.98	SAND
22963	04/27/17	CONSOLIDATED ENERGY	647.90	DIESEL - PLANT BARREL
22964	04/27/17	CULVER-HAHN ELECTRIC	44.22	LS #4 GENERATOR PARTS
22965	04/27/17	LAKE AUTO PARTS	115.16	LS #4 GENERATOR TANK ENGINE HEATER
22966	05/05/17	ALLIANT ENERGY	291.77	ELECTRIC/GAS
22967	05/05/17	NAPA	105.91	PARTS/SUPPLIES
22968	05/05/17	LANDFILL OF NORTH IOWA	31.00	GRIT DISPOSAL
22969	05/05/17	PLUMP SUPPLY CO.	95.11	BLDG 30 FILTER PUMP PARTS
22970	05/05/17	ABSOLUTE WASTE REMOVAL	96.54	WASTE DISPOSAL SERVICE
22971	05/05/17	FIVE STAR COOP	167.98	WEED SPRAY
22972	05/05/17	MOORE, ANGIE	300.00	APR CLEANING SERVICES
22973	05/05/17	HANCOCK COUNTY COOP	377.13	GAS

67,200.21

Clear Lake Sanitary District  
Unpaid Invoices as of May 16, 2017

Check #	Date	Vendor Name	Amount	Description
PENDING	5/16/17	ACCELA	464.55	WEB PYMT/CC FEES
PENDING	5/16/17	ALLIANT ENERGY	13,976.26	GAS/ELECTRIC BILLS
PENDING	5/16/17	BMC AGGREGATES L.C.	93.72	GRAVEL - PLANT ROAD
PENDING	5/16/17	E&E BESHEY TRUCKING, LLC	3,465.00	HAULING SERVICES - LS#3 FORCE MAIN PROJ
PENDING	5/16/17	FAREWAY	49.35	OIL/COFFEE
PENDING	5/16/17	FOX ENGINEERING	11,908.00	ENGINEERING SERVICES - LS#3 FORCE MAIN
PENDING	5/16/17	GFG INSTRUMENTATION	319.05	GAS DETECTOR REPAIRS
PENDING	5/16/17	GLEN'S TIRE SERVICE INC.	185.20	JD MOWER TIRES
PENDING	5/16/17	HEALTHWORKS	191.00	EMPLOYEE DOT SCREENINGS
PENDING	5/16/17	HUBER SUPPLY CO.	161.10	SHOP SUPPLIES/SAW BLADES
PENDING	5/16/17	IOWA ONE CALL	60.30	IA ONE CALL LOCATE CHARGES
PENDING	5/16/17	J&J MACHINING WELDING & FAB.	210.10	SBR PARTS
PENDING	5/16/17	MARCO, INC.	31.98	COPIER MAINTENANCE FEE
PENDING	5/16/17	SIOUX VALLEY ENVIRONMENTAL	1,450.75	POLYMER/POLYMER PUMP PARTS
PENDING	5/16/17	SJE RHOMBUS	1,813.60	CONTROLS UPGRADE PROJECT
PENDING	5/16/17	SPILMAN, DENNIS	14.34	ON CALL MILEAGE
PENDING	5/16/17	STATE HYGIENIC LABORATORY	19.50	LAB TESTING
PENDING	5/16/17	BURK, THOMAS	1.08	REFUND
PENDING	5/16/17	ELEANOR MANGANIELLO ESTATE	4.32	REFUND
PENDING	5/16/17	PUEGGEL, MARK & COURTNEY	21.75	REFUND
			34,440.95	