

MINUTES OF BOARD OF TRUSTEES: June 20, 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)
Bobby Wolfram, Jr. (Clerk)

Absent:

Also present: Kevin Moler, Administrator/Superintendent
Taylor Moore, Accountant
Laurie Twitchell, Fox Engineering

Item # 1. Approve proposed agenda. Item #10a, LS 5B & 8B Pump Replacement, Fox Engineering, Engineering Services Agreement, was added to the agenda per Moler's request. Motion by Nicklaus, second by Meyer to approve the amended 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 May 2017 Financial Statement. Motion by Nicklaus, second by Wolfram to approve the May 2017 Financial Statement. Motion carried, all Trustees present voting 'aye'.

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

Item # 5. Approve May 16th, 2017 board meeting minutes. Motion by Nicklaus, second by Wolfram to approve the May 16th, 2017 board meeting minutes. Motion carried, all Trustees present voting 'aye'.

Item # 6. Pit & Septic Invoice #10-0093. Moler stated that Pit & Septic stopped by the office and introduced himself and asked what he would need to do to dump septic waste at the District. Moler reminded him of the outstanding invoice that was never paid from services back in 2009 and that this invoice needs to be paid before Pit & Septic is allowed to dump here. Moler discovered a contradicting motion that was made on 10/17/2014 stating that the accounts receivable amount on this invoice is wiped off per the auditor's recommendation, yet also stating that Pit & Septic is required to pay this invoice before they're allowed to dump at the District. Motion by Nicklaus, second by Meyer to rescind the October 17, 2014 motion and to require Pit & Septic pay the invoice before being allowed to dump. Motion carried, all Trustees present voting 'aye', except Clark who abstained from voting.

Item # 7. Wastewater Treatment Facility Process Tank Rehabilitation Project.

- SEH Construction Engineering Service Agreement. Moler and the Board went through the list of services provided in the Service Agreement, debating how many trips were needed to the facility to oversee the project and what other services were necessary. The board directed Moler to discuss the specific services to be performed under this contract with SEH.
- Pay Request #1, \$120,745.00. Motion by Meyer, second by Nicklaus to approve Pay Request #1 in the amount of \$120,745.00. Motion carried, all Trustees present voting 'aye'.

Item # 8. Wastewater Treatment Facility Re-Roof Project Pay Request #2, \$13,045.40. Moler stated that the project is completed and there are a couple of punch list items that need to be completed. Those items involve patching the stucco siding where the old down spout brackets were attached. Motion by Nicklaus, second by Meyer to approve Pay Request #2 in the amount of \$13,045.40. Motion carried, all Trustees present voting 'aye'.

Item # 9. Account Adjustment, 011701-000. Moler explained that this property experienced frozen water lines that burst and destroyed the inside of the home during the winter. This home is on the bedroom rate as there is no meter. The owner explained that the house is being gutted and redone and that the water is turned off, thus they requested to be billed only the base rate at this time. Moler noted that per the District's ordinance, this is considered major reconstruction and the owner is required to install a water meter at this time. Motion by Nicklaus, second by Meyer to allow one month at the base rate and then charge the bedroom rate until the water meter is installed. Motion carried, all Trustees present voting 'aye'.

Item #10. Disinfection Project, Fox Engineering Design Services Agreement. Moler stated that the project should come in at around \$1.5 million, with \$423,000 of that being the engineering fees. Wolfram questioned the engineering costs as he believed that they were too high. Twitchell explained that some of the engineering costs are fixed regardless of the size of the project, which is why the engineering costs are such a high percentage of this project. Moler and Twitchell also discussed with the Board the possible locations for this building. Twitchell noted that the final location that Moler recommended saves approximately \$300,000 on the project. Motion by Nicklaus, second by Meyer to approve Fox Engineering's Design Services Agreement for the Disinfection Project in the amount of \$423,000. Motion carried, Meyer, Clark, and Nicklaus voting 'aye', and Wolfram voting 'nay'.

Item #10a. LS 5B & 8B Pump Replacement, Fox Engineering, Engineering Services Agreement. Motion by Nicklaus, second by Wolfram to approve the Engineering Services Agreement from Fox Engineering for the LS 5B & 8B Pump Replacement Project in the amount of \$7,500. Motion carried, all Trustees present voting 'aye'.

Item #11. Sludge Application & Sewer Backup Remediation Equipment Purchase. Moler provided the board with a Present Worth evaluation of numerous options for this matter which included keeping the Terra Gator for 5-10 more years, hiring a 3rd party to haul the sludge, and buying a used rubber track tractor with less than 500 hours on it with a 9,500 gallon tank. Moler spoke with Brent Murphy about hauling the waste and he quoted \$0.02 per gallon. Moler pointed out that having a track tractor would allow the District to pull/3-point carry a skid with jetting equipment into otherwise impossible to get to areas and a 9,500 gallon tank would provide a backup for hauling waste in the event of a sewer blockage. Moler provided a detailed sheet of cost breakdowns for the Board to review and this item was tabled.

Item #12. 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. This was the second reading. Motion by Nicklaus, second by Meyer to approve the second reading of the Amendment to Ordinance No. 7, and waive the 3rd reading. Motion carried, all Trustees present voting 'aye'.

Item #13. Unfinished Business. No report.

Nicklaus exited at 3:58 p.m.

Item #14. Superintendent’s Report. Moler informed the Board that the District’s Colorado truck was hit by a Coca Cola semi while parked on Main Avenue outside of Clear Lake Bank when the office personnel was doing the daily banking. The District received three quotes for the repair, the lesser one being from Don’s Body Shop at around \$900. Moler has been in contact with the companies representative and they will be paying for the damages.

Item #15. Trustees Report. No report.

There being no further business to discuss, motion by Meyer, second by Wolfram to adjourn. Motion carried, all Trustees present voting ‘aye’. Meeting adjourned at 4:10 p.m.

ATTEST:

Bobby Wolfram, Jr., Clerk

Clear Lake Sanitary District
Standard Monthly Invoices already paid as of June 20, 2017

Check #	Date	Vendor Name	Amount	Description
EFT	05/24/17	NET PAYROLL	14,063.81	05/24/17 NET PAYROLL
EFT	05/24/17	FEDERAL W/H	6,022.02	05/24/17 FEDERAL WITHHOLDING
EFT	05/24/17	DHS W/H	230.77	05/24/17 DHS WITHHOLDING
EFT	05/24/17	EMPLOYEE HSA CONTRIBUTIONS	230.00	05/24/17 EMPLOYEE HSA CONTRIBUTIONS
EFT	05/24/17	IPERS W/H	6,583.82	05/24/17 IPERS WITHHOLDING
EFT	05/24/17	IA DEPT. REV.	2,103.00	05/24/17 STATE W/H
EFT	06/01/17	BANKERS TRUST	267,833.75	GO BOND P&I
EFT	06/07/17	NET PAYROLL	15,057.43	06/07/17 NET PAYROLL
EFT	06/07/17	FEDERAL W/H	6,180.43	06/07/17 FEDERAL WITHHOLDING
EFT	06/07/17	DHS W/H	230.77	06/07/17 DHS WITHHOLDING
EFT	06/07/17	EMPLOYEE HSA CONTRIBUTIONS	230.00	06/07/17 EMPLOYEE HSA CONTRIBUTIONS
EFT	06/07/17	POSTMASTER	1,358.98	JUNE BILL MAILING
22995	05/23/17	ALLIANT ENERGY	2,125.24	ELECTRIC/GAS
22996	05/23/17	EMC NATIONAL LIFE	93.72	LIFE INS PREMIUMS
22997	05/23/17	ZIMMER & FRANCESCONE	1,167.40	LS #4 PUMP PARTS/RAG SCREEN PARTS
22998	05/23/17	HUBER SUPPLY CO	86.42	SAW BLADES
22999	05/23/17	TEST AMERICA	4,261.00	LAB TESTING
23000	05/23/17	BACON, STEVE	25.98	UNIFORM REIMBURSEMENT
23001	05/23/17	WELLMARK BCBS	11,488.14	HEALTH INSURANCE PREMIUMS
23002	05/23/17	FEDERAL EXPRESS	34.38	SHIPPING CHARGES
23003	05/23/17	AVESIS	218.35	VISION INSURANCE PREMIUMS
23004	05/23/17	PRINCIPAL FINANCIAL	903.18	DENTAL INSURANCE PREMIUMS
23005	05/23/17	PEKIN LIFE INSURANCE	509.26	LIFE INSURANCE PREMIUMS
23006	05/23/17	CARDMEMBER SERVICES	150.91	IDEXX - LAB SUPPLIES
23006	05/23/17	CARDMEMBER SERVICES	212.01	IDEXX - LAB SUPPLIES
23006	05/23/17	CARDMEMBER SERVICES	1,429.91	IDEXX - LAB SUPPLIES
23006	05/23/17	CARDMEMBER SERVICES	311.48	CLTEL - PHONE/INTERNET SERVICE
23006	05/23/17	CARDMEMBER SERVICES	55.96	KRAMER - BATTERIES
23006	05/23/17	CARDMEMBER SERVICES	39.97	TRACTOR SUPPLY - GLOVES/SAND FOR SAND BLASTER
23006	05/23/17	CARDMEMBER SERVICES	149.74	VERIZON - PLANT CELL/CPU SERVICE

23006	05/23/17	CARDMEMBER SERVICES	295.00	IAWEA - MOLER CONF REGISTRATIONS
23006	05/23/17	CARDMEMBER SERVICES	1,065.92	ELECTRIC PUMP - PRETREATMENT BLDG SAMPLER
23006	05/23/17	CARDMEMBER SERVICES	220.00	IAWEA - MCLAUGHLING CONF. REGISTRATION
23006	05/23/17	CARDMEMBER SERVICES	37.59	AMAZON - CONTROL OFFICE ANTIVIRUS
23006	05/23/17	CARDMEMBER SERVICES	4.99	KRAMER - PLANT SUPPLIES
23006	05/23/17	CARDMEMBER SERVICES	33.48	TRACTOR SUPPLY - SHOP SUPPLIES
23006	05/23/17	CARDMEMBER SERVICES	15.97	KRAMER - PLANT SUPPLIES
23006	05/23/17	CARDMEMBER SERVICES	96.90	STANDARD BEARINGS - BACKWASH PUMP PARTS
23006	05/23/17	CARDMEMBER SERVICES	80.00	IAWEA - COLLECTION SYSTEM LICENSE RENEWALS
23006	05/23/17	CARDMEMBER SERVICES	360.00	IDNR - OPERATOR LICENSE CERT. RENEWALS
23006	05/23/17	CARDMEMBER SERVICES	172.31	USA BLUEBOOK - BLDG 30 FILTER PARTS
23006	05/23/17	CARDMEMBER SERVICES	9.87	KRAMER - WHITE LAWN FLAGS
23006	05/23/17	CARDMEMBER SERVICES	15.18	KRAMER - LIGHT SWITCH WALL PLATES
23006	05/23/17	CARDMEMBER SERVICES	8.94	KRAMER - SHOP SUPPLIES
23007	05/23/17	QUALITY FLOW SYSTEMS, INC.	2,849.55	SBR WAS PUMP PARTS
23008	05/23/17	GRP & ASSOCIATES	106.50	LAB WASTE DISPOSAL
23009	05/23/17	CLAPPER TREE SERVICE	270.00	SBR PROJ - SCISSOR LIFT RENTAL
23010	06/08/17	ALLIANT ENERGY	4,608.29	ELECTRIC/GAS
23011	06/08/17	NAPA	1,731.70	GLYCOL/PLANT SUPPLIES/PARTS
23012	06/08/17	POSTMASTER	88.00	ANNUAL PO BOX FEE
23013	06/08/17	LANDFILL OF NORTH IOWA	64.79	GRIT DISPOSAL
23014	06/08/17	HEARTLAND PAPER CO.	341.06	PLANT SUPPLIES
23015	06/08/17	KNORR ELECTRIC	85.00	LS #2 PUMP #3 BAKE OUT MOTOR/INSPECTION
23016	06/08/17	FASTENAL COMPANY	6.32	T-ROD FOR RAG SCREEN
23017	06/08/17	ZIMMER & FRANCESCO	80.00	BUSHINGS FOR RAG SCREEN
23018	06/08/17	MARCO, INC.	34.12	MAY COPIER MAINT FEE
23019	06/08/17	SPILMAN, DENNIS	1,000.00	2017 DEDUCTIBLE REIMBURSEMENT
23020	06/08/17	ABSOLUTE WASTE REMOVAL	96.54	WASTE DISPOSAL SERVICE
23021	06/08/17	PUEGGEL, GRANT	119.73	MILEAGE/UNIFORM REIMBURSEMENT
23022	06/08/17	MOORE, ANGIE	300.00	MAY CLEANING SERVICES
23023	06/08/17	AMERICAN SOLUTIONS FOR BUS.	1,797.35	BILLING CARDS
23024	06/08/17	HANCOCK COUNTY COOP OIL	371.32	GAS
23025	06/08/17	SWANSON FLO	5,230.73	SPARE ACTUATOR FOR SBRS
23026	06/08/17	CLAPPER TREE SERVICE	911.25	CRANE SERVICE - LS#5&8 PUMPS/SBR PROJ.
23027	06/12/17	MCLAUGHLIN, KELLY	190.30	LODGING REIMBURSEMENT - OTTUMWA CONF.
			<u>366,086.53</u>	

**Clear Lake Sanitary District
Unpaid Invoices as of June 20, 2017**

Check #	Date	Vendor Name	Amount	Description
PENDING	6/20/17	ACCELA	452.20	WEB PYMT/CC FEES
PENDING	6/20/17	ALLIANT ENERGY	11,153.04	GAS/ELECTRIC BILLS
PENDING	6/20/17	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
PENDING	6/20/17	FAREWAY	125.00	WATER FOR LAB
PENDING	6/20/17	FIVE STAR CO-OP	119.22	WEED SPRAY
PENDING	6/20/17	GOODNATURE WORK STOP	174.97	EMPLOYEE BOOTS/UNIFORMS
PENDING	6/20/17	GRABINSKI LAW FIRM	801.00	LEGAL SERVICES THRU 6/13/17
PENDING	6/20/17	HARRISON TRUCK CENTERS	59.61	JET TRUCK PARTS
PENDING	6/20/17	HEARTLAND PAPER CO.	147.02	PLANT SUPPLIES
PENDING	6/20/17	IA COMMUNITIES POOL ADMIN.	34,071.15	PROPERTY INSURANCE 7/17 - 6/18
PENDING	6/20/17	IMWCA	6,705.00	WORK COMP PREMIUM 7/17 - 6/18
PENDING	6/20/17	IOWA ONE CALL	50.50	IA ONE CALL LOCATE CHARGES
PENDING	6/20/17	LAKE AUTO PARTS	19.44	OIL DRY

PENDING	6/20/17	NORTHERN CEDAR SERVICE CO, INC.	13,045.40	ROOF PROJECT - FINAL PAY REQUEST
PENDING	6/20/17	PEKIN	509.26	LIFE INSURANCE PREMIUMS
PENDING	6/20/17	QUALITY FLOW SYSTEMS, INC.	869.79	LS #2 PUMP #2 PARTS
PENDING	6/20/17	SJE RHOMBUS	2,991.00	CONTROLS UPGRADE PROJ/PROGRAMMING
PENDING	6/20/17	SNAP-ON TOOLS	419.95	SERVICE TRUCK DIE SET
PENDING	6/20/17	SUPERIOR LUMBER, INC.	27.99	SHOP TOOLS
PENDING	6/20/17	COFFMAN, RONALD	19.79	REFUND
			<u>71,855.05</u>	