

MINUTES OF BOARD OF TRUSTEES: July 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
Sean Morgan, Pit & Septic

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

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

Item # 5. Approve June 20th, 2017 board meeting minutes. Motion by Nicklaus, second by Wolfram to approve the June 20th, 2017 board meeting minutes. Motion carried, all Trustees present voting 'aye'.

Item # 6. Pit & Septic Invoice #10-0093. Sean Morgan presented his case to the Board that the invoice due from his father's company shouldn't be his responsibility. Morgan stated that he purchased the equipment from his father but not the business itself. Motion by Nicklaus, second by Wolfram to allow Pit & Septic to dump septic waste at the Sanitary District on a pay as you go basis. Motion carried, Clark, Wolfram, and Nicklaus voting 'aye', Meyer voting 'nay'.

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

- SEH Construction Engineering Service Agreement. Moler stated that on site trips were reduced from 40 to 28 and the new Service Agreement comes out to \$50,400.00. Motion by Nicklaus, second by Meyer to approve the SEH Construction Engineering Service Agreement at \$50,400.00. Motion carried, all Trustees present voting 'aye'.
- Pay Request #2, \$36,357.45. Motion by Wolfram, second by Nicklaus to approve Pay Request #2 in the amount of \$36,357.45. Motion carried, all Trustees present voting 'aye'.

Item # 8. Account Adjustment, 013976-001. This item was tabled.

Item # 9. Sludge Application & Sewer Backup Remediation Equipment Purchase. The board directed Moler to investigate the possibility installing a level sensing devise in a manhole between Ventura Heights and Farmers Beach road which should provide advanced notice for staff to set up load out equipment at LS 2 and haul the waste to prevent a backup/bypass situation.

Item #10. Resolution 17-10, a Resolution rescinding Amendment to Ordinance No. 7 Sewer Charges, 1% Increase. Motion by Nicklaus, second by Meyer to approve Resolution 17-10, rescinding the Amendment to Ordinance No. 7 Sewer Charges, 1% increase. President Clark called roll with the following results: Meyer, ‘aye’, Clark, ‘aye’, Nicklaus, ‘aye’, Wolfram ‘aye’. Motion carried.

Item #11. Amendment to Ordinance No. 7 Sewer Charges, 2% Increase. Motion by Nicklaus, second by Meyer to approve the 1st reading of the Amendment to Ordinance No. 7 Sewer Charges, 2% Increase, and waive the 2nd and 3rd readings. Motion carried, all Trustees present voting ‘aye’.

Item #12. Resolution 17-11, a Resolution certifying delinquent sewer accounts as a lien upon the real property served by a connection during FY 2017. Motion by Nicklaus, second by Meyer to approve Resolution 17-11, a Resolution certifying delinquent sewer accounts as a lien upon the real property served by a connection during FY 2017. President Clark called roll with the following results: Meyer, ‘aye’, Clark, ‘aye’, Nicklaus, ‘aye’, Wolfram ‘aye’. Motion carried.

Item #13. Unfinished Business. No report.

Item #14. Superintendent’s Report. Moler noted that he’d be on vacation in August and requested the August meeting be pushed back a bit. Meeting for August was set for August 24th at 1:30 p.m.

Item #15. Trustees Report. No report.

There being no further business to discuss, motion by Wolfram, second by Meyer 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 July 20, 2017

| Check # | Date | Vendor Name | Amount | Description |
|---------|----------|----------------------------|-----------|-------------------------------------|
| EFT | 06/21/17 | NET PAYROLL | 14,096.24 | 06/21/17 NET PAYROLL |
| EFT | 06/21/17 | FEDERAL W/H | 6,034.69 | 06/21/17 FEDERAL WITHHOLDING |
| EFT | 06/21/17 | DHS W/H | 230.77 | 06/21/17 DHS WITHHOLDING |
| EFT | 06/21/17 | EMPLOYEE HSA CONTRIBUTIONS | 230.00 | 06/21/17 EMPLOYEE HSA CONTRIBUTIONS |
| EFT | 06/21/17 | IPERS W/H | 6,567.30 | 06/21/17 IPERS WITHHOLDING |
| EFT | 06/21/17 | IA DEPT. REV. | 2,097.00 | 06/21/17 STATE W/H |
| EFT | 07/05/17 | NET PAYROLL | 15,375.11 | 07/05/17 NET PAYROLL |
| EFT | 07/05/17 | BOARD PAYROLL | 871.72 | 07/05/17 BOARD 2ND QTR 2017 PAYROLL |
| EFT | 07/05/17 | FEDERAL W/H | 6,466.92 | 07/05/17 FEDERAL WITHHOLDING |
| EFT | 07/05/17 | DHS W/H | 230.77 | 07/05/17 DHS WITHHOLDING |
| EFT | 07/05/17 | EMPLOYEE HSA CONTRIBUTIONS | 230.00 | 07/05/17 EMPLOYEE HSA CONTRIBUTIONS |
| EFT | 07/06/17 | POSTMASTER | 1,361.04 | JULY BILL MAILING |

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|-------|----------|--------------------------|------------|--|
| EFT | 04/12/17 | IA WORKFORCE DEVELOPMENT | 93.41 | 2ND QTR 2017 UNEMPLOYMENT |
| EFT | 04/12/17 | IA DEPT. REV. | 2,322.00 | 2ND QTR 2017 SALES TAX |
| 23048 | 06/28/17 | ALLIANT ENERGY | 730.50 | ELECTRIC/GAS |
| 23049 | 06/28/17 | WELLMARK BCBS | 11,488.14 | HEALTH INSURANCE PREMIUMS |
| 23050 | 06/28/17 | PRINCIPAL FINANCIAL | 903.18 | DENTAL INSURANCE PREMIUMS |
| 23051 | 06/28/17 | CONSOLIDATED ENERGY | 1,185.73 | DIESEL |
| 23052 | 06/28/17 | MONGAN PAINTING CO | 120,745.00 | PAY REQUEST #1 - SBR TANK REHAB PROJ. |
| 23053 | 06/29/17 | GLEN'S TIRE | 18.00 | CAMERA TRUCK TUBES |
| 23054 | 06/29/17 | TESTAMERICA | 2,810.00 | LAB TESTS |
| 23055 | 06/29/17 | GUSTAVE A LARSON CO. | 2,124.70 | ICE MACHINE FOR LAB SAMPLES |
| 23056 | 06/29/17 | CARDMEMBER SERVICES | 177.11 | CLARION LUBRICANTS - LS PUMP OIL |
| 23056 | 06/29/17 | CARDMEMBER SERVICES | 311.48 | CLTEL - PHONE/INTERNET SERVICE |
| 23056 | 06/29/17 | CARDMEMBER SERVICES | 179.74 | VERIZON - PLANT CELL/CPU SERVICE |
| 23056 | 06/29/17 | CARDMEMBER SERVICES | 956.97 | IDEXX - LAB SUPPLIES |
| 23056 | 06/29/17 | CARDMEMBER SERVICES | 195.95 | KRAMER - PLANT/SHOP SUPPLIES |
| 23056 | 06/29/17 | CARDMEMBER SERVICES | 605.30 | HACH - LAB SUPPLIES |
| 23056 | 06/29/17 | CARDMEMBER SERVICES | 33.74 | KRAMER - SBR WAS PUMP PARTS |
| 23056 | 06/29/17 | CARDMEMBER SERVICES | 74.33 | AMAZON - OFFICE SUPPLIES |
| 23056 | 06/29/17 | CARDMEMBER SERVICES | 21.97 | KRAMER - LAB SINK PARTS |
| 23056 | 06/29/17 | CARDMEMBER SERVICES | 1,729.10 | NCLABS - LAB SUPPLIES |
| 23056 | 06/29/17 | CARDMEMBER SERVICES | 19.39 | AMAZON - OFFICE SUPPLIES |
| 23056 | 06/29/17 | CARDMEMBER SERVICES | 49.78 | AMAZON - OFFICE SUPPLIES |
| 23056 | 06/29/17 | CARDMEMBER SERVICES | 190.30 | HOTEL OTTUMWA - MOLER CONF. LODGING |
| 23057 | 07/11/17 | BMC AGGREGATES LLC | 89.06 | GRAVEL - LS #3 FM PROJ. |
| 23058 | 07/11/17 | ALLIANT ENERGY | 3,903.82 | ELECTRIC/GAS |
| 23059 | 07/11/17 | PLUMB SUPPLY CO. | 123.60 | FURNACE FILTERS |
| 23060 | 07/11/17 | MARCO, INC. | 52.50 | COPIER MAINT. FEE |
| 23061 | 07/11/17 | ABSOLUTE WASTE REMOVAL | 101.36 | WASTE DISPOSAL SERVICE |
| 23062 | 07/11/17 | J&J MACHINE | 185.56 | SBR #4 WAS PUMP BRACKET |
| 23063 | 07/11/17 | AVESIS | 218.35 | VISION INSURANCE PREMIUMS |
| 23064 | 07/11/17 | OFFICE ELEMENTS | 73.80 | PAPER |
| 23065 | 07/11/17 | MOORE, TAYLOR | 35.15 | TOWN RUN MILEAGE |
| 23066 | 07/11/17 | MN-IOWA ELECTRIC | 195.00 | MOTOR REPAIR EVALUATIONS LS#4 & LS#8 |
| 23067 | 07/11/17 | MOORE, ANGIE | 300.00 | JUNE CLEANING SERVICES |
| 23068 | 07/11/17 | UNITED RENTALS, INC. | 66.23 | BLADES/SAW RENTAL - CUTTING LS#5/8 VERT. PUMPS |
| 23069 | 07/11/17 | HANCOCK COUNTY COOP OIL | 498.49 | GAS |
| 23070 | 07/11/17 | SHORT ELLIOT HENDRICKSON | 1,892.11 | SBR TANK REHAB PROJ. ENGINEERING |
| 23071 | 07/17/17 | PETTY CASH | 121.23 | PETTY CASH REIMBURSEMENT |
| 23072 | 07/17/17 | CLARK, TIM | 17.66 | 2ND QTR 2017 MILEAGE |
| 23073 | 07/17/17 | NICKLAUS, STEVE | 8.03 | 2ND QTR 2017 MILEAGE |
| 23074 | 07/17/17 | MEYER, LOTHAR | 6.42 | 2ND QTR 2017 MILEAGE |
| 23075 | 07/17/17 | WOLFRAM, JR., ROBERT | 5.35 | 2ND QTR 2017 MILEAGE |
| | | | 208,651.10 | |

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

| Check # | Date | Vendor Name | Amount | Description |
|---------|---------|------------------------------|-----------|-------------------------------------|
| PENDING | 7/20/17 | ACCELA | 443.65 | WEB PYMT/CC FEES |
| PENDING | 7/20/17 | ALLIANT ENERGY | 15,010.90 | GAS/ELECTRIC BILLS |
| PENDING | 7/20/17 | B&F FASTENER SUPPLY | 36.86 | BLOWER HOOD EYE BOLTS |
| PENDING | 7/20/17 | CERRO GORDO COUNTY TREASURER | 10,300.00 | S SHORE ROAD PROJ - MANHOLE ADJUST. |
| PENDING | 7/20/17 | CRESCENT ELECTRIC | 26.63 | SHOP SUPPLIES |
| PENDING | 7/20/17 | CULVER-HAHN ELECTRIC | 785.82 | SBR CORD/LUGS |

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|---------|---------|----------------------------|------------------|--|
| PENDING | 7/20/17 | DIAMOND VOGEL | 131.96 | PAINT/SUPPLIES - EXTERIOR DOORS |
| PENDING | 7/20/17 | DON'S BODY SHOP | 917.43 | COLORADO REPAIRS |
| PENDING | 7/20/17 | ELLIOTT EQUIPMENT | 1,439.03 | CAMERA TRUCK CAMERA WHEELS/TIRES |
| PENDING | 7/20/17 | EMC NATIONAL LIFE | 93.72 | LIFE INSURANCE PREMIUMS |
| PENDING | 7/20/17 | ESRI | 2,000.00 | ANNUAL ARC GIS/ARC EDITOR MAINT. FEE |
| PENDING | 7/20/17 | FOX ENGINEERING | 8,841.50 | ENGINEER SERV. - 5B/8B & DISINFECT. PROJ |
| PENDING | 7/20/17 | GOODNATURE WORK STOP | 454.88 | EMPLOYEE BOOTS/UNIFORMS |
| PENDING | 7/20/17 | HR DIRECT | 74.99 | FED/IA POSTER GUARD RENEWAL |
| PENDING | 7/20/17 | LAKE AUTO PARTS | 5.50 | MINI BULBS |
| PENDING | 7/20/17 | LANDFILL OF NORTH IOWA | 46.50 | WASTE/GRIT DISPOSAL |
| PENDING | 7/20/17 | MECAHNICAL AIR SYSTEMS | 75.00 | A/C MAINTENANCE |
| PENDING | 7/20/17 | NAPA | 12.82 | LS #2 PUMP #2 LIP SEAL |
| PENDING | 7/20/17 | NORTHERN BALANCE & SCALE | 304.00 | LAB EQUIPMENT CALIBRATION |
| PENDING | 7/20/17 | PEKIN | 509.26 | LIFE INSURANCE PREMIUMS |
| PENDING | 7/20/17 | SIOUX VALLEY ENVIRONMENTAL | 1,395.00 | POLYMER |
| PENDING | 7/20/17 | TRANS-IOWA EQUIPMENT, INC. | 368.59 | JET TRUCK WARTHOG OVERHAUL KIT |
| PENDING | 7/20/17 | WELLMARK BLUE CROSS | 11,488.14 | HEALTH INS PREMIUMS |
| | | | <u>54,762.18</u> | |