

MINUTES OF BOARD OF TRUSTEES: September 20, 2016
CLEAR LAKE SANITARY DISTRICT, CERRO GORDO COUNTY, IOWA

The meeting was called to order by President John Miller at 1:32 p.m. Miller indicated to those present that the meeting was being tape recorded for meeting minute generation purposes only.

Trustees present: John Miller (President)
Tim Clark (Vice-President)
Bobby Wolfram, Jr. (Clerk)
Steve Nicklaus

Absent: Lothar Meyer (Treasurer)

Also present: Kevin Moler, Administrator/Superintendent
Taylor Moore, Accountant
Tom Madden, Engineer, SEH

Item # 1. Approve proposed agenda. Motion by Clark, 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 August 2016 Financial Statement. Motion by Nicklaus, second by Clark to approve the August 2016 Financial Statement. Motion carried, all Trustees present voting 'aye'.

Item # 4. Approve August 2016 Invoices. Motion by Nicklaus, second by Clark to approve the August 2016 Invoices. Motion carried, all Trustees present voting 'aye'.

Item # 5. Approve August 16th, 2016 board meeting minutes. Motion by Wolfram, second by Clark to approve the August 16th, 2016 board meeting minutes. Motion carried, all Trustees present voting 'aye'.

Item # 6. 2016-2017 Health Insurance Contract Renewal. Moler stated that the 8% increase was well within what the Board budgeted for this fiscal year. Motion by Nicklaus, second by Wolfram to approve the health insurance contract renewal. Motion carried, all Trustees present voting 'aye'.

Item # 7. Sanitary Sewer Rehabilitation Project.

- SEH Engineering Construction Services Contract. Moler said the contract is to oversee the project and the price of the services is not to exceed \$7,375. Motion by Nicklaus, second by Clark to approve the construction services contract. Motion carried, all Trustees present voting 'aye'.
- Pay Request No. 1 \$12,152.35. Moler concurred with the engineer's recommendation. Motion by Clark, second by Nicklaus to approve Visu-Sewer's Pay Request No. 1 in the amount of \$12,152.35. Motion carried, all Trustees present voting 'aye'.

Item # 8. SBR Tank Wall Rehabilitation Project.

- SEH Engineering Services Contract. Moler stated the engineering contract for the SBR Tank Wall Rehab project is not to exceed \$15,750. Motion by Nicklaus, second by Clark to approve the SEH Engineering Services Contract. Motion carried, all Trustees present voting 'aye'.
- Resolution 16-13, a Resolution Ordering Bids, Fixing Bid Dates and Publishing Hearing Notices for the Wastewater Treatment Facility Process Tank Rehabilitation Project. Motion by Wolfram, second by Nicklaus to approve Resolution 16-13. President Miller

called roll with the following results: Nicklaus ‘aye’; Wolfram ‘aye’; Clark ‘aye’; and Miller ‘aye’. Motion carried.

Item # 9. Resolution 16-14, a Resolution Ordering Bids, Fixing Bid Dates, and Publishing Hearing Notices for the Wastewater Treatment Facility Re-roofing Project. Motion by Nicklaus, second by Clark to approve Resolution 16-14. President Miller called roll with the following results: Nicklaus ‘aye’; Wolfram ‘aye’; Clark ‘aye’; and Miller ‘aye’. Motion carried.

Item #10. Unfinished Business. Moler mentioned that raises will need to be decided upon at the October meeting.

Item #11. Superintendent’s Report. Moler informed the Board that the \$1.025M CD that came due was renewed at Farmer’s State Bank for 36 months at a rate of 1.3% with a one-time bump. Moler also stated that the Landfill was going to be bringing leachate to be dumped here and Moler inquired what the Board would like to charge per 1,000 gallons. The District’s rate for waste from outside the District’s boundaries is \$66.00 per 1,000 gallons. Mason City currently charges the Landfill \$45.00 per 1,000 gallons. Motion by Nicklaus, second by Clark to approve a rate of \$45.00 per 1,000 gallons for the Landfill’s leachate. Motion carried, all Trustees present voting ‘aye’.

Wolfram exited at 2:30 p.m.

Item #12. Attorney’s Report. No report.

Item #13. Trustees Report. No report.

There being no further business to discuss, motion by Nicklaus, second by Clark to adjourn. Motion carried, all Trustees present voting ‘aye’. Meeting adjourned at 2:36 p.m.

ATTEST:

Bobby Wolfram, Jr., Clerk

Clear Lake Sanitary District
Standard Monthly Invoices already paid as of September 20, 2016

Check #	Date	Vendor Name	Amount	Description
EFT	08/17/16	NET PAYROLL	13,872.50	08/17/16 NET PAYROLL
EFT	08/17/16	FEDERAL W/H	5,631.66	08/17/16 FEDERAL WITHHOLDING
EFT	08/17/16	DHS W/H	230.77	08/17/16 DHS WITHHOLDING
EFT	08/17/16	EMPLOYEE HSA CONTRIBUTIONS	230.00	08/17/16 EMPLOYEE HSA CONTRIBUTIONS
EFT	08/31/16	NET PAYROLL	13,415.86	08/31/16 NET PAYROLL
EFT	08/31/16	FEDERAL W/H	5,495.77	08/31/16 FEDERAL WITHHOLDING
EFT	08/31/16	DHS W/H	230.77	08/31/16 DHS WITHHOLDING
EFT	08/31/16	EMPLOYEE HSA CONTRIBUTIONS	230.00	08/31/16 EMPLOYEE HSA CONTRIBUTIONS
EFT	08/31/16	IPERS W/H	9,317.21	08/31/16 IPERS WITHHOLDING
EFT	08/31/16	IA DEPT. REV.	3,002.00	08/31/16 STATE W/H
EFT	09/09/16	POSTMASTER	1,350.90	SEPTEMBER BILL MAILING

EFT	09/14/16	NET PAYROLL	14,442.30	09/14/16 NET PAYROLL
EFT	09/14/16	FEDERAL W/H	5,676.99	09/14/16 FEDERAL WITHHOLDING
EFT	09/14/16	DHS W/H	230.77	09/14/16 DHS WITHHOLDING
EFT	09/14/16	EMPLOYEE HSA CONTRIBUTIONS	230.00	09/14/16 EMPLOYEE HSA CONTRIBUTIONS
22542	08/25/16	IOWA ONE CALL	35.10	JUL ONE CALL CHARGES
22543	08/25/16	ALLIANT ENERGY	15,102.33	ELECTRIC/GAS
22544	08/25/16	POSTMASTER	470.00	STAMPS
22545	08/25/16	MC2, INC.	82.43	BLDG 30 UV MAXIM CHIP
22546	08/25/16	HEARTLAND PAPER CO	147.16	PAPER TOWEL ROLLS
22547	08/25/16	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
22548	08/25/16	ZIMMERMAN & FRANCESCON, INC	930.21	MECH SEAL - VERTICAL PUMPS BLDG 30
22549	08/25/16	GRABINSKI, DOUG	222.00	LEGAL SERVICES
22550	08/25/16	PETTY CASH	116.56	PETTY CASH REIMBURSEMENT
22551	08/25/16	CRESCENT ELECTRIC	46.33	LS#1 BALLAST
22552	08/25/16	TEST AMERICA	2,419.00	LAB TESTING
22553	08/25/16	SPILMAN, DENNIS	14.47	ON-CALL MILEAGE
22554	08/25/16	WELLMARK BCBS	9,942.05	HEALTH INS PREMIUMS
22555	08/25/16	FEDERAL EXPRESS	82.66	SHIPPING CHARGES
22556	08/25/16	TRANS IOWA EQUIPMENT	369.52	WARTHOG REPAIR KIT
22557	08/25/16	AVESIS	202.54	VISION INS PREMIUMS
22558	08/25/16	PUEGGEL, GRANT	21.60	ON-CALL MILEAGE
22559	08/25/16	PRINCIPAL FINANCIAL	897.03	DENTAL INSURANCE PREMIUMS
22560	08/25/16	PEKIN LIFE INSURANCE	509.26	LIFE INSURANCE PREMIUMS
22561	08/25/16	HUPP ELECTRIC MOTORS	1,391.17	BLDG 30 HOIST REPAIRS
22562	08/25/16	CARDMEMBER SERVICES	6.99	KRAMER - CARPET CLEANER
22562	08/25/16	CARDMEMBER SERVICES	306.75	CLTEL - PHONE/INTERNET SERVICE
22562	08/25/16	CARDMEMBER SERVICES	508.48	AMAZON - OFFICE SUPPLIES
22562	08/25/16	CARDMEMBER SERVICES	262.70	HACH - LAB SUPPLIES
22562	08/25/16	CARDMEMBER SERVICES	5.97	KRAMER - STORAGE BOX
22562	08/25/16	CARDMEMBER SERVICES	89.67	AMAZON - LS HEATER FANS
22562	08/25/16	CARDMEMBER SERVICES	139.19	VERIZON - PLANT CELL/CPU SERVICE
22562	08/25/16	CARDMEMBER SERVICES	157.96	WEATHER TECH - SERVICE TRUCK FLOOR LINER
22562	08/25/16	CARDMEMBER SERVICES	17.17	KRAMER - SHOP SUPPLIES
22562	08/25/16	CARDMEMBER SERVICES	129.75	SUNNY SPORTS - WATER COOLERS
22562	08/25/16	CARDMEMBER SERVICES	35.15	KRAMER - SPRAYER PARTS
22562	08/25/16	CARDMEMBER SERVICES	150.00	IAWEA - MOLER CONFERENCE REGISTRATION
22562	08/25/16	CARDMEMBER SERVICES	81.66	SHELDON MANUFACTURING - LAB THERMOSTAT
22562	08/25/16	CARDMEMBER SERVICES	3,245.00	HACH - CL17 FINAL - BLDG 30
22562	08/25/16	CARDMEMBER SERVICES	3.99	KRAMER - GLUE
22562	08/25/16	CARDMEMBER SERVICES	15.99	KRAMER - BATTERIES
22562	08/25/16	CARDMEMBER SERVICES	1,397.11	HACH - LAB SUPPLIES
22562	08/25/16	CARDMEMBER SERVICES	4.99	KRAMER - TERRO
22562	08/25/16	CARDMEMBER SERVICES	260.00	HRSIMPLE - IA HUMAN RESOURCES MANUAL
22562	08/25/16	CARDMEMBER SERVICES	11.98	KRAMER - TOILET RINGS
22562	08/25/16	CARDMEMBER SERVICES	150.00	IAWEA - SPILMAN CONFERENCE REGISTRATION
22562	08/25/16	CARDMEMBER SERVICES	150.00	IAWEA - BACON CONFERENCE REGISTRATION
22562	08/25/16	CARDMEMBER SERVICES	20.97	AMAZON - OFFICE SUPPLIES
22563	08/25/16	SEH, INC.	4,855.51	ENGINEERING SERVICES - SEWER LINING/SBR/ROOF
22564	09/02/16	BMC AGGREGATES LLC	166.02	GRAVEL FOR LIFT STATIONS
22565	09/02/16	ALLIANT ENERGY	187.05	ELECTRIC/GAS
22566	09/02/16	TUSHA, TED	13.72	ON-CALL MILEAGE
22567	09/02/16	WIN-911 SOFTWARE	495.00	ANNUAL MAINT FEE
22568	09/02/16	ELECTRIC PUMP	623.44	THICKENER PUMP PARTS
22569	09/02/16	MOORE, ANGIE	300.00	AUG CLEANING SERVICES
22570	09/02/16	SUPERIOR LUMBER	7.99	DOOR BREEZE STRIP
22571	09/02/16	CONSOLIDATED ENERGY	740.00	DIESEL

22572	09/02/16	CLEAR LAKE EVENING LIONS	250.00	TENT RENTAL - MILLER ANNIVERSARY
22573	09/13/16	BMC AGGREGATES LLC	195.73	GRAVEL - LS#8 VALVE PIT
22574	09/13/16	ALLIANT ENERGY	5,876.60	ELECTRIC/GAS
22575	09/13/16	MARCO, INC.	42.41	AUG COPIER MAINT. FEE
22576	09/13/16	SPILMAN, DENNIS	14.47	ON-CALL MILEAGE
22577	09/13/16	ABSOLUTE WASTE REMOVAL	96.54	SEPT WASTE DISPOSAL SERVICE
22578	09/13/16	FULLERTON, RON	25.06	ON-CALL MILEAGE
22579	09/13/16	PEKIN LIFE INSURANCE	509.26	LIFE INSURANCE PREMIUMS
22580	09/13/16	HANCOCK COUNTY COOP	433.05	GAS
22581	09/13/16	LOUIE'S CUSTOM MEATS	500.00	MILLER ANNIVERSARY MEAL
			<u>129,165.96</u>	

**Clear Lake Sanitary District
Unpaid Invoices as of September 20, 2016**

Check #	Date	Vendor Name	Amount	Description
PENDING	9/20/16	ACCELA	412.30	AUG WEB PYMT/CC FEES
PENDING	9/20/16	AHLERS & COONEY, P.C.	1,508.50	LEGAL SERVICES THRU AUG 19, 2016
PENDING	9/20/16	ALLIANT ENERGY	13,443.87	GAS/ELECTRIC BILLS
PENDING	9/20/16	CLEAR LAKE MIRROR REPORTER	70.34	LEGAL PUBLICATIONS
PENDING	9/20/16	CRESCENT ELECTRIC	349.41	LIGHTS - LS#5 & 8
PENDING	9/20/16	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
PENDING	9/20/16	FAREWAY	223.62	LAB WATER/POP FOR ANNIVERSARY
PENDING	9/20/16	GOODNATURE WORK STOP	219.96	EMPLOYEE BOOTS
PENDING	9/20/16	GRP & ASSOCIATES	58.00	LAB WASTE DISPOSAL
PENDING	9/20/16	IOWA ONE CALL	40.50	IA ONE CALL LOCATE CHARGES
PENDING	9/20/16	LANDFILL OF NORTH IOWA	31.00	WASTE/GRIT DISPOSAL
PENDING	9/20/16	NAPA	8.03	PARTS/SUPPLIES
PENDING	9/20/16	NORTH IOWA MEDIA GROUP	205.50	MILLER ANNIVERSARY AD
PENDING	9/20/16	NORTH IOWA SEPTIC SOLUTIONS	750.00	UNCOVER PLANT EQ HYDRANT
PENDING	9/20/16	NORTHLAND GLASS	205.80	WINDOW REPAIR
PENDING	9/20/16	SIOUX VALLEY ENVIRONMENTAL	1,764.00	ACRYLIC POLYMER
PENDING	9/20/16	STATE HYGIENIC LABORATORY	459.50	ANNUAL TOXICITY TEST
PENDING	9/20/16	VISU-SEWER	12,152.35	SEWER LINING PROJECT - PAY REQUEST #1
			<u>31,996.40</u>	