

MINUTES OF BOARD OF TRUSTEES: October 18, 2016
CLEAR LAKE SANITARY DISTRICT, CERRO GORDO COUNTY, IOWA

The meeting was called to order by President John Miller at 1:30 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)
Lothar Meyer (Treasurer)
Bobby Wolfram, Jr. (Clerk)
Steve Nicklaus

Absent:

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

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

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

Item # 5. Approve September 20th, 2016 board meeting minutes. Motion by Nicklaus, second by Clark to approve the September 20th, 2016 board meeting minutes. Motion carried, all Trustees present voting 'aye'.

Item # 6. SBR Tank Rehabilitation Project

- Resolution 16-15 Adopting Plans, Specifications and Form of Contract. Motion by Clark, second by Nicklaus to approve Resolution 16-15. President Miller called roll with the following results: Nicklaus 'aye'; Meyer 'aye'; Wolfram 'aye'; Clark 'aye'; and Miller 'aye'. Motion carried.
- Resolution 16-16 Awarding Contract. This item was tabled.

Item # 7. Administration/Lab Roof Replacement Project.

- Resolution 16-17 Adopting Plans, Specifications and Form of Contract. Moler noted that there is an Alternate 1 which increases the thickness of the membrane from 45 mm to 60 mm. Motion by Nicklaus, second by Clark to approve Resolution 16-17 and Alternate 1. President Miller called roll with the following results: Nicklaus 'aye'; Meyer 'aye'; Wolfram 'aye'; Clark 'aye'; and Miller 'aye'. Motion carried.
- Resolution 16-18 Awarding Contract. Moler stated that Northern Cedar submitted the low bid of \$67,332.00 and an Alternate 1 price of \$1,660.00 to increase the membrane thickness from 45 mm to 60 mm. The 60 mm membrane adder also includes a twenty year warranty. Motion by Nicklaus, second by Clark to approve Alternate 1 and Resolution 16-18 awarding the bid to Northern Cedar. President Miller called roll with the following results: Nicklaus 'aye'; Meyer 'aye'; Wolfram 'aye'; Clark 'aye'; and Miller 'aye'. Motion carried.

Item # 8. Resolution 16-19, a Resolution certifying delinquent sewer charges as a lien upon the property served, Parcel 051248300200. Motion by Nicklaus, second by Clark to approve Resolution 16-18. President Miller called roll with the following results: Nicklaus ‘aye’; Meyer ‘aye’; Wolfram ‘aye’; Clark ‘aye’; and Miller ‘aye’. Motion carried.

Item # 9. Account Adjustment, 005895-000. Moler explained that the owner stated that the hose bib leaked leading to an additional 10,600 gallons that did not go down the sanitary sewer. The credit would be \$23.00. Motion by Clark, second by Meyer to approve the \$23.00 credit for the leak. Motion carried, all Trustees present voting ‘aye’.

Item #10. Employee Compensation Adjustment. Moler stated that the employees are subject to a merit based raise of up to 5% as approved in the budget earlier this year and an additional 2.5% was budgeted for a cost of living increase. Motion by Wolfram, second by Clark to approve the 2.5% cost of living wage increase on top of the 5% merit based increase. Motion carried, all Trustees present voting ‘aye’.

Item #11. Unfinished Business. No unfinished business.

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

Item #13. Attorney’s Report. No report.

Item #14. 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 2:20 p.m.

ATTEST:

Bobby Wolfram, Jr., Clerk

Clear Lake Sanitary District
Standard Monthly Invoices already paid as of October 18, 2016

Check #	Date	Vendor Name	Amount	Description
EFT	09/20/16	CLEAR LAKE B&T	55.80	DEPOSIT SLIP ORDER
EFT	09/28/16	NET PAYROLL	14,090.55	09/28/16 NET PAYROLL
EFT	09/28/16	BOARD PAYROLL	1,405.73	09/28/16 BOARD 3RD QTR 2016 PAYROLL
EFT	09/28/16	FEDERAL W/H	5,935.14	09/28/16 FEDERAL WITHHOLDING
EFT	09/28/16	DHS W/H	230.77	09/28/16 DHS WITHHOLDING
EFT	09/28/16	EMPLOYEE HSA CONTRIBUTIONS	230.00	09/28/16 EMPLOYEE HSA CONTRIBUTIONS
EFT	09/28/16	IPERS W/H	6,342.17	09/28/16 IPERS WITHHOLDING
EFT	09/28/16	IA DEPT. REV.	2,039.00	09/28/16 STATE W/H
EFT	10/07/16	IA DEPT. REV.	3,082.00	2ND QTR 2016 SALES TAX
EFT	10/07/16	IA WORKFORCE DEVELOPMENT	29.49	2ND QTR 2016 UNEMPLOYMENT
EFT	10/07/16	POSTMASTER	1,348.71	OCTOBER BILL MAILING
EFT	10/12/16	NET PAYROLL	14,115.48	10/12/16 NET PAYROLL
EFT	10/12/16	FEDERAL W/H	5,636.77	10/12/16 FEDERAL WITHHOLDING
EFT	10/12/16	DHS W/H	230.77	10/12/16 DHS WITHHOLDING

EFT	10/12/16	EMPLOYEE HSA CONTRIBUTIONS	230.00	10/12/16 EMPLOYEE HSA CONTRIBUTIONS
22600	09/23/16	ALLIANT ENERGY	3,121.71	ELECTRIC/GAS
22601	09/23/16	IA DNR	40.00	PUEGGEL GRADE 1 APP FEE
22602	09/23/16	PLUMB SUPPLY	124.49	BACKFLOW VALVE PARTS
22603	09/23/16	WELLMARK BCBS	10,585.43	HEALTH INS PREMIUMS
22604	09/23/16	PUEGGEL, GRANT	30.00	DNR GRADE 1 EXAM FEE REIMBURSEMENT
22605	09/23/16	PRINCIPAL FINANCIAL	897.03	DENTAL INSURANCE PREMIUMS
22606	09/23/16	CARDMEMBER SERVICES	1,170.99	HACH - CL 17 REPAIRS
22606	09/23/16	CARDMEMBER SERVICES	123.45	MIDWEST WHEEL - SHOP SPILL MATTING
22606	09/23/16	CARDMEMBER SERVICES	105.50	KAMAN - HOSE CLAMPS
22606	09/23/16	CARDMEMBER SERVICES	306.75	CLTEL - PHONE/INTERNET SERVICE
22606	09/23/16	CARDMEMBER SERVICES	8.98	KRAMER - PLANT SUPPLIES
22606	09/23/16	CARDMEMBER SERVICES	139.19	VERIZON - PLANT CELL/CPU SERVICE
22606	09/23/16	CARDMEMBER SERVICES	5.49	KRAMER - BULB
22606	09/23/16	CARDMEMBER SERVICES	9.95	FLEET FARM - WATER FOR MILLER'S ANNIV.
22606	09/23/16	CARDMEMBER SERVICES	60.82	ZORO - LS #8 ROOF VENT FAN
22606	09/23/16	CARDMEMBER SERVICES	1,455.44	NC LABS - LAB SUPPLIES
22606	09/23/16	CARDMEMBER SERVICES	72.00	COOKIES ETC - COOKIES FOR MILLER'S ANNIV.
22606	09/23/16	CARDMEMBER SERVICES	474.31	HACH - LAB SUPPLIES
22606	09/23/16	CARDMEMBER SERVICES	33.65	USA BLUE BOOK - BLDG 30 COUPLING
22606	09/23/16	CARDMEMBER SERVICES	46.65	KRAMER - SHOP SUPPLIES
22606	09/23/16	CARDMEMBER SERVICES	314.90	NEOBITS.COM - POE SURGE PROTECTORS
22606	09/23/16	CARDMEMBER SERVICES	3,049.09	123SECURITY - AXIS SECURITY CAMERA
22606	09/23/16	CARDMEMBER SERVICES	28.38	KRAMER - SHOP SUPPLIES/LS#8 PARTS
22606	09/23/16	CARDMEMBER SERVICES	25.99	RMR SOLUTIONS - MOLDER KILLER
22606	09/23/16	CARDMEMBER SERVICES	1,543.55	IDEXX - LAB SUPPLIES
22606	09/23/16	CARDMEMBER SERVICES	60.60	USA BLUE BOOK - FILTER PUMPS COUPLING
22606	09/23/16	CARDMEMBER SERVICES	89.55	BEST WESTERN - CONF. LODGING - BACON
22606	09/23/16	CARDMEMBER SERVICES	89.55	BEST WESTERN - CONF. LODGING - SPILMAN
22607	09/23/16	MOORE, ANGIE	150.00	CLEANING SERVICES
22608	09/23/16	IOWA ELECTRICAL EXAM. BOARD	75.00	PUEGGEL LICENSE RENEWAL
22609	10/04/16	ALLIANT ENERGY	215.69	ELECTRIC/GAS
22610	10/04/16	MILLER, JOHN	12.96	3RD QTR 2016 MILEAGE
22611	10/04/16	TEST AMERICA	2,244.50	LAB TESTING
22612	10/04/16	BACON, STEVE	17.71	ON-CALL MILEAGE
22613	10/04/16	FEDERAL EXPRESS	175.28	SHIPPING CHARGES
22614	10/04/16	FULLERTON, RON	50.11	ON-CALL MILEAGE
22615	10/04/16	CLARK, TIM	17.82	3RD QTR 2016 MILEAGE
22616	10/04/16	AVESIS	202.54	VISION INS PREMIUMS
22617	10/04/16	NICKLAUS, STEVE	8.10	3RD QTR 2016 MILEAGE
22618	10/04/16	OFFICE ELEMENTS	73.80	PAPER
22619	10/04/16	MEYER, LOTHAR	4.32	3RD QTR 2016 MILEAGE
22620	10/04/16	WOLFRAM JR, ROBERT	21.60	3RD QTR 2016 MILEAGE
22621	10/04/16	MOORE, ANGIE	150.00	CLEANING SERVICES
22622	10/04/16	CULVER-HAHN ELECTRIC	6.79	LS #5 CLAMP
22623	10/04/16	LAKE AUTO PARTS	18.65	PRESSURE GAUGE
22624	10/04/16	SHORT ELLIOTT HENDRICKSON	5,305.02	ENGINEERING SERVICES
22625	10/10/16	MARCO, INC.	43.60	COPIER MAINT FEE
22626	10/10/16	MOLER, KEVIN	1,000.00	2016 DEDUCTIBLE REIMBURSEMENT
22627	10/10/16	ABSOLUTE WASTE REMOVAL	96.54	WASTE REMOVAL SERVICE
22628	10/10/16	HANCOCK COUNTY COOP	319.38	GAS
			<u>89,225.23</u>	

Check #	Date	Vendor Name	Amount	Description
PENDING	10/18/16	ACCELA	440.80	SEPT WEB PYMT/CC FEES
PENDING	10/18/16	ALLIANT ENERGY	17,771.28	GAS/ELECTRIC BILLS
PENDING	10/18/16	CLEAR LAKE MIRROR REPORTER	59.00	13 MO. REPORTER SUBSCRIPTION
PENDING	10/18/16	FEDERAL FIRE EQUIPMENT CO.	204.50	EXTINGUISHER INSPECTION/MAINT.
PENDING	10/18/16	GOODNATURE WORK STOP	282.91	EMPLOYEE BOOTS/UNIFORMS
PENDING	10/18/16	IOWA ONE CALL	33.30	IA ONE CALL LOCATE CHARGES
PENDING	10/18/16	J&J MACHINING WELDING & FAB.	23.80	FABRICATION FOR SHOP
PENDING	10/18/16	LANDFILL OF NORTH IOWA	305.04	WASTE/GRIT DISPOSAL
PENDING	10/18/16	MECAHNICAL AIR SYSTEMS	1,575.00	BACKFLOW TESTING
PENDING	10/18/16	MUNICIPAL SUPPLY INC	1,194.25	METERS/METER PARTS
PENDING	10/18/16	NAPA	129.18	PARTS/SUPPLIES
PENDING	10/18/16	PMMIC	788.00	LS#8 INSURANCE PREMIUM
PENDING	10/18/16	PROWALL CONSTRUCTION	1,640.00	EXTERIOR WALL REPAIRS
PENDING	10/18/16	SJE RHOMBUS	32,723.10	CONTROLS UPGRADE PROJECT
PENDING	10/18/16	SPILMAN, DENNIS	57.89	ON CALL MILEAGE
PENDING	10/18/16	TUSHA, TED	13.72	ON CALL MILEAGE
PENDING	10/18/16	VAN METER, INC.	85.50	LS #2 HEATER ELEMENTS
PENDING	10/18/16	LICHTSINN, RONALD & RUTH	10.89	REFUND
PENDING	10/18/16	KNOP, WILMA	2.32	REFUND
			<u>57,340.48</u>	