

**MINUTES OF BOARD OF TRUSTEES: January 12, 2018**  
**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  
Kristi Brant, CPA, Potter & Brant PLC  
Gary Hugi  
Jim Butler

Item # 1. Approve proposed agenda. Motion by Nicklaus, second by Meyer to amend the agenda to correct Item #8 to be Resolution 18-01 instead of Resolution 17-14, along with moving Item #10 to be discussed after Item #2, and to discuss Item #7 at the end of the meeting. Motion carried, all Trustees present voting 'aye'.

Item # 2. Elect Board Officers. Motion by Nicklaus, second by Meyer to keep the Board Officers the same. President = Clark, VP = Nicklaus, Clerk = Wolfram, Treasurer = Meyer. Motion carried, all Trustees voting 'aye'.

Item # 3. Opportunity for public to speak on items not on the agenda.  
No public to speak on items not on the agenda.

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

Item # 5. Approve December 2017 Invoices. Motion by Nicklaus, second by Meyer to approve the December 2017 Invoices. Motion carried, all Trustees present voting 'aye'.

Item # 6. Approve December 19<sup>th</sup>, 2017 board meeting minutes. Motion by Nicklaus, second by Wolfram to approve the December 19<sup>th</sup>, 2017 board meeting minutes. Motion carried, all Trustees present voting 'aye'.

Item # 7. FY 2017 Audit. Brant presented the Fiscal Year 2017 Audit results. Highlights of the audit included a decrease in operating revenues by 12.7%, mostly due to a court settlement in the previous year; a decrease in operating expenses by 0.7% and an overall increase in net position by 2.4%. Motion by Nicklaus, second by Wolfram to approve the FY 2017 Audit. Motion carried, all Trustees present voting 'aye'.

Item # 8. UV Disinfection Project. Resolution 18-01, a Resolution Awarding Contract, Authorizing Execution of Contract and Authorizing Execution of Notice to Proceed. Motion by Nicklaus, second by Wolfram to approve Resolution 18-01, a Resolution Awarding Contract, Authorizing Execution of Contract and Authorizing Execution of Notice to Proceed. President Clark called roll with the following results: Hugi, 'aye'; Meyer, 'aye'; Wolfram, 'aye'; Nicklaus, 'aye'; and Clark, 'aye'. Motion carried.

Item # 9. Account Adjustment 011600-000. Moler said that this property owner had a running toilet, resulting in a \$300 bill. Since it was the toilet that was running, all the water went down

the sewer and was treated by the district. Motion by Wolfram, second by Meyer to allow 3 months to pay the bill with no penalty, as per policy, no credit will be given as the water was still treated by the District. Motion carried; Wolfram, Clark, Hugi, Meyer voting ‘aye’. Nicklaus abstained from voting.

Item #10. Board Trustee Appointment. Motion by Nicklaus, second by Wolfram to appoint Gary Hugi to the Board of Trustees. Motion carried; Clark, Wolfram, and Nicklaus voting ‘aye’, and Meyer voting ‘nay’.

Item #11. Unfinished Business. Moler informed the Board that the engineer is aware of the cracks that have appeared in the new basin coating.

Item #12. Superintendent’s Report. Moler noted that the public hearing for the budget will be prior to the board meeting on February 20<sup>th</sup>, 2018, with the notice of public hearing being published on January 31<sup>st</sup>, 2018. Clark and Nicklaus added that they’d like to see an expense line for Key Man Life Insurance to insure the administrator/superintendent position and possibly the office manager position in the future.

Item #13. 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 3:15 p.m.

ATTEST:

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Bobby Wolfram, Jr., Clerk

**Clear Lake Sanitary District  
Standard Monthly Invoices already paid as of January 12, 2018**

Check #	Date	Vendor Name	Amount	Description
EFT	12/20/17	NET PAYROLL	14,276.14	12/20/17 NET PAYROLL
EFT	12/20/17	FEDERAL W/H	6,100.92	12/20/17 FEDERAL WITHHOLDING
EFT	12/20/17	DHS W/H	230.77	12/20/17 DHS WITHHOLDING
EFT	12/20/17	EMPLOYEE HSA CONTRIBUTIONS	180.00	12/20/17 EMPLOYEE HSA CONTRIBUTIONS
EFT	12/20/17	IPERS W/H	6,474.41	12/20/17 IPERS WITHHOLDING
EFT	12/20/17	IA DEPT. REV.	2,171.00	12/20/17 STATE W/H
EFT	01/03/18	NET PAYROLL	14,404.53	01/03/18 NET PAYROLL
EFT	01/03/18	BOARD PAYROLL	1,056.42	01/03/18 BOARD 4TH QTR 2017 PAYROLL
EFT	01/03/18	FEDERAL W/H	6,171.73	01/03/18 FEDERAL WITHHOLDING
EFT	01/03/18	DHS W/H	230.77	01/03/18 DHS WITHHOLDING
EFT	01/03/18	EMPLOYEE HSA CONTRIBUTIONS	155.00	01/03/18 EMPLOYEE HSA CONTRIBUTIONS
EFT	01/04/18	POSTMASTER	1,352.26	JAN BILL MAILING
23343	12/18/17	CERRO GORDO COUNTY TR	375.00	UV DISINFECTION PROJ ZONING FILING FEE
23344	12/21/17	ALLIANT ENERGY	413.52	ELECTRIC/GAS
23345	12/21/17	PLUMB SUPPLY	2.63	THICKENER PARTS
23346	12/21/17	WELLMARK BCBS	11,604.08	JAN HEALTH INS PREMIUMS
23347	12/21/17	OFFICE ELEMENTS	89.85	PAPER
23348	12/21/17	CARDMEMBER SERVICES	204.95	USA BLUEBOOK - METER SEALS/LAB TUBING
23348	12/21/17	CARDMEMBER SERVICES	74.99	KRAMER - SHOP THERMOSTAT

23348	12/21/17	CARDMEMBER SERVICES	74.75	KRAMER - SHOP AIR-DRYER PARTS
23348	12/21/17	CARDMEMBER SERVICES	35.17	KRAMER - SHOP AIR-DRYER PARTS
23348	12/21/17	CARDMEMBER SERVICES	27.60	KAMAN - AG CHEM PARTS
23348	12/21/17	CARDMEMBER SERVICES	312.44	CLTEL - PHONE/INTERNET SERVICE
23348	12/21/17	CARDMEMBER SERVICES	63.71	AMAZON - AG CHEM PARTS
23348	12/21/17	CARDMEMBER SERVICES	362.03	HACH - LAB SUPPLIES
23348	12/21/17	CARDMEMBER SERVICES	31.98	KRAMER - BATTERIES
23348	12/21/17	CARDMEMBER SERVICES	128.39	VERIZON - PLANT CELL/CPU SERVICE
23348	12/21/17	CARDMEMBER SERVICES	243.98	AMAZON - MONITOR/LAPTOP BAG
23348	12/21/17	CARDMEMBER SERVICES	7.98	PRIMER
23348	12/21/17	CARDMEMBER SERVICES	19.99	BEST BUY - MONITOR CABLE
23348	12/21/17	CARDMEMBER SERVICES	34.97	WALMART - 4 PORT SWITCH
23348	12/21/17	CARDMEMBER SERVICES	9.99	KRAMER - THERMOMETER BATTERIES
23348	12/21/17	CARDMEMBER SERVICES	293.95	ZIEGLER - AG CHEM CLUTCH REPAIRS
23348	12/21/17	CARDMEMBER SERVICES	1,650.03	MENARDS - STORAGE LOFT PARTS
23348	12/21/17	CARDMEMBER SERVICES	30.00	IAWEA - MEMBERSHIP - MCLAUGHLIN
23348	12/21/17	CARDMEMBER SERVICES	51.00	WILD ROSE GIFTS - FLOWERS EMPLOYEE SURGERY
23348	12/21/17	CARDMEMBER SERVICES	44.63	AMAZON - OFFICE SUPPLIES
23348	12/21/17	CARDMEMBER SERVICES	277.24	ERA - LAB TESTING
23349	12/21/17	SUPERIOR LUMBER	82.73	STORAGE LOFT SUPPLIES
23350	12/21/17	CONSOLIDATED ENERGY	639.73	DIESEL FUEL - PORTABLE BARREL
23351	12/21/17	SHORT ELLIOT HENDRICKSON	1,995.66	SBR TANK REHAB PROJ. ENGINEERING
23352	12/21/17	SHACKLETON, CHELSEA	98.13	REFUND
23353	01/02/18	MCLAUGHLIN, KELLY	2,000.00	2018 HSA CONTRIBUTION
23354	01/02/18	TUSHA, TED	4,000.00	2018 HSA CONTRIBUTION
23355	01/02/18	CASE, MICHELLE	4,000.00	2018 HSA CONTRIBUTION
23356	01/02/18	SPILMAN, DENNIS	4,000.00	2018 HSA CONTRIBUTION
23357	01/02/18	MOLER, KEVIN	4,000.00	2018 HSA CONTRIBUTION
23358	01/02/18	FULLERTON, RON	4,000.00	2018 HSA CONTRIBUTION
23359	01/02/18	PUEGGEL, GRANT	2,000.00	2018 HSA CONTRIBUTION
23360	01/02/18	MOORE, TAYLOR	4,000.00	2018 HSA CONTRIBUTION
23361	01/02/18	ALLIANT ENERGY	245.46	ELECTRIC/GAS
23362	01/02/18	TESTAMERICA	4,361.00	LAB TESTING
23363	01/02/18	CASE, MICHELLE	471.69	2017 DEDUCTIBLE REIMBURSEMENT
23364	01/02/18	SPILMAN, DENNIS	652.24	2017 DEDUCTIBLE REIMBURSEMENT
23365	01/02/18	MOLER, KEVIN	59.92	2017 DEDUCTIBLE REIMBURSEMENT
23366	01/02/18	FEDERAL EXPRESS	96.86	SHIPPING CHARGES
23367	01/02/18	CLARK, TIM	17.66	4TH QTR 2017 MILEAGE
23368	01/02/18	AVESIS	218.35	VISION INSURANCE PREMIUMS
23369	01/02/18	GUSTAVE A LARSON	128.68	BLOWER BUILDING HEATER
23370	01/02/18	NICKLAUS, STEVE	8.03	4TH QTR 2017 MILEAGE
23371	01/02/18	PRINCIPAL FINANCIAL	947.46	DENTAL INSURANCE PREMIUMS
23372	01/02/18	MEYER, LOTHAR	6.42	4TH QTR 2017 MILEAGE
23373	01/02/18	WOLFRAM, JR., ROBERT	16.05	4TH QTR 2017 MILEAGE
23374	01/02/18	MOORE, ANGIE	300.00	DEC CLEANING SERVICES
23375	01/02/18	ADVANTAGE ADMINISTRATORS	300.00	POP DOCUMENT ANNUAL RENEWAL
			<u>107,914.87</u>	

**Clear Lake Sanitary District  
Unpaid Invoices as of January 12, 2018**

Check #	Date	Vendor Name	Amount	Description
PENDING	1/11/18	ABSOLUTE WASTE REMOVAL	102.26	WASTE DISPOSAL SERVICE
PENDING	1/11/18	ACCELA	955.70	NOV & DEC CREDIT CARD/WEB PYMT FEES

PENDING	1/11/18	AHLERS & COONEY, P.C.	118.00	LEGAL SERVICES THRU DECEMBER 2017
PENDING	1/11/18	ALLIANT ENERGY	2,029.74	GAS/ELECTRIC BILLS
PENDING	1/11/18	AQUA-AEROBIC SYSTEMS	8,653.35	SBR #4 DIFFUSER MEMBRANES
PENDING	1/11/18	BRAKKE IMP., INC.	258.78	JD MOWER PARTS
PENDING	1/11/18	GFG INSTRUMENTATION	913.96	GAS DETECTOR REPAIRS & CALIBRATIONS
PENDING	1/11/18	HANCOCK COUNTY COOP	253.31	GAS
PENDING	1/11/18	HYRDO KLEAN	4,655.47	PUSH CAMERA
PENDING	1/11/18	J&J MACHINING WELDING & FAB.	11.48	AIR HANDLER PARTS
PENDING	1/11/18	LANDFILL OF NORTH IOWA	33.00	WASTE/GRIT DISPOSAL
PENDING	1/11/18	MARCO, INC.	33.40	COPIER MAINTENANCE FEE
PENDING	1/11/18	NAPA	226.62	PARTS/SUPPLIES
PENDING	1/11/18	BANK OF AMERICA	10.01	REFUND
PENDING	1/11/18	BERTZ, JEFFREY	3.08	REFUND
			<u>18,258.16</u>	