

MINUTES OF BOARD OF TRUSTEES: September 19, 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)
Bobby Wolfram, Jr. (Clerk)

Absent: Lothar Meyer (Treasurer)

Also present: Kevin Moler, Administrator/Superintendent
Taylor Moore, Accountant
Jay Lefevre, First Gabrielson Insurance
Brain Bakke, HDR Engineering
Tom Hovland, Mason City Airport
Pam Osgood, Mason City Airport

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 August 2017 Financial Statement. Motion by Nicklaus, second by Wolfram to approve the August 2017 Financial Statement. Motion carried, all Trustees present voting 'aye'.

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

Item # 5. Approve August 24th, 2017 board meeting minutes. Motion by Nicklaus, second by Wolfram to approve the August 24th, 2017 board meeting minutes. Motion carried, all Trustees present voting 'aye'.

Item # 6. Mason City Airport Sewer Connection. Hovland explained that the airport's lagoon system is nearing the end of its life and they need to begin planning for alternatives to the lagoon. Osgood said they have been talking with Moler in the past about connecting the sanitary district's system but the funds have never been available. The airport commission plans to make funding a priority and want to make sure the sanitary district board will approve the connection. All three trustees agreed that it would be a good idea for the airport to our system. Weigel was asked his opinion and he stated that any extension of the sewer line would be the District's or the Airport's responsibility since the airport was outside of city limits but the City would be interested in the infrastructure options as they may relate to the 40th Street service area. Weigel also mentioned that the City is extending sewer north on 36th Pl which could serve the airport's southwestern property if an easement could be obtained. The board directed Moler to prepare a letter to the airport commission confirming they will allow a connection.

Item # 7. Wastewater Treatment Facility Process Tank Rehabilitation Project. Moler stated that he thought he would have received these documents before the meeting but that he did not and recommends the board table this matter. President Clark tabled this item. Moler told the board that he hasn't seen much of the engineer on this project and that we have seepage from the newly poured concrete that needs to be looked at. The board informed Moler he needs to contact the engineer and let him know he needs to get over here and review the current conditions.

- Change Order #2
- Pay Request #4

Item # 8. Nutrient Reduction Study Proposal. Moler informed the board that we are required by our NPDES permit to submit a letter to the IDNR by June 2018 explaining what we will need to do to meet 10 mg/1 Total Nitrogen and 1 mg/1 Total Phosphorus in our effluent and the associated costs. Moler introduced Brian Bakke with HDR. Brian stated that his proposal will evaluate the treatment system's current ability to remove nitrogen and phosphorus and will include a review of overall operations and make recommendations how modifications will enhance the removal of these nutrients. Motion by Nicklaus, second by Wolfram to approve the \$26,120.2. Motion carried, all Trustees present voting 'aye'.

Item # 9. Employee Benefits and Compensation. Moler reminded the board of the discussion at August board meeting. The consensus was to approve the 3600 HSA plan that provides for a \$3,600 single deductible and \$7,200 family deductible. Moler stated that the overall increase to the District is 14% and this plan begins November 1. Motion by Nicklaus, second by Wolfram to approve the 3600 plan. Motion carried, all Trustees present voting 'aye'. The board directed Moler to submit a recommendation on seed amounts at the October board meeting.

Moler reminded the board that 2.5% was budgeted for the employee wage increase. Motion by Wolfram, second by Nicklaus to approve a 2.5% wage increase beginning November 1. Motion carried, all Trustees present voting 'aye'.

Item # 10. Unfinished Business. There was no unfinished business to be discussed.

Item #11. Superintendent's Report. Moler informed the board that the control logic was written and installed at lift station 3 to detect a low flow condition, a condition that may be due to a plug upstream of this lift station. Moler said that the programmers are trying to work out the bugs and hoped that this alarm would be functioning soon.

Moler told the board that Fox Engineering completed the lift station 5B & 8B pump design and submitted the design to the IDNR for the construction permit. Moler said that we hoped to be able to update one pump at a time but because the discharge header piping system had to be relocated all three B pumps at each lift station would need to be updated at once. Moler estimated the cost to upgrade each pump station at approximately \$100,000 per lift station, \$200,000 total. Moler stated this is not in our budget and since we have two of three B pumps operating at each lift station he recommends putting this project on hold for one or two years. The board agreed.

The UV project is nearing 95% design completion. Moler stated a meeting is scheduled for October 10th to review the design documents.

Moler updated the board on the well pipe issue. Moler stated that he originally ordered stainless steel pipe but after further investigation he did not believe stainless pipe would prevent electrolysis. Moler stated that Fox Engineering provided him with information regarding lay-flat hose being tested as drop pipe for wells. Washington Iowa is using this material successfully, so far. Moler is confused as to why we didn't have a problem the first 12 years but had considerable issues the last 6, after new pipe was installed. Moler will continue to monitor the situation.

Item #12. Trustees Report. No report.

There being no further business to discuss, motion by Nicklaus, second by Wolfram to adjourn. Motion carried, all Trustees present voting 'aye'. Meeting adjourned at 3:00 p.m.

ATTEST:

Bobby Wolfram, Jr., Clerk

Clear Lake Sanitary District
Standard Monthly Invoices already paid as of September 19, 2017

Check #	Date	Vendor Name	Amount	Description
EFT	08/30/17	NET PAYROLL	14,030.93	08/30/17 NET PAYROLL
EFT	08/30/17	FEDERAL W/H	5,995.52	08/30/17 FEDERAL WITHHOLDING
EFT	08/30/17	DHS W/H	230.77	08/30/17 DHS WITHHOLDING
EFT	08/30/17	EMPLOYEE HSA CONTRIBUTIONS	230.00	08/30/17 EMPLOYEE HSA CONTRIBUTIONS
EFT	08/30/17	IPERS W/H	9,849.24	08/30/17 IPERS WITHHOLDING
EFT	08/30/17	IA DEPT. REV.	3,174.00	08/30/17 STATE W/H
EFT	08/30/17	CLEAR LAKE B&T	56.20	DEPOSIT SLIP ORDER
EFT	09/08/17	POSTMASTER	1,358.21	SEPT BILL MAILING
EFT	09/13/17	NET PAYROLL	15,284.00	09/13/17 NET PAYROLL
EFT	09/13/17	FEDERAL W/H	6,270.06	09/13/17 FEDERAL WITHHOLDING
EFT	09/13/17	DHS W/H	230.77	09/13/17 DHS WITHHOLDING
EFT	09/13/17	EMPLOYEE HSA CONTRIBUTIONS	230.00	09/13/17 EMPLOYEE HSA CONTRIBUTIONS
23162	09/01/17	ALLIANT ENERGY	149.76	ELECTRIC/GAS
23163	09/01/17	FASTENAL COMPANY	382.46	SHOP SUPPLIES
23164	09/01/17	PLUMB SUPPLY CO.	41.15	BLDG 30 BALL VALVE/ADAPTER
23165	09/01/17	TESTAMERICA	3,538.00	LAB TESTS
23166	09/01/17	SPILMAN, DENNIS	57.35	ON-CALL MILEAGE REIMBURSEMENT
23167	09/01/17	FULLERTON, RON	12.41	ON-CALL MILEAGE REIMBURSEMENT
23168	09/01/17	AVESIS	218.35	VISION INSURANCE PREMIUMS
23169	09/01/17	CARDMEMBER SERVICES	(92.15)	LANDS' END - UNIFORM RETURN
23169	09/01/17	CARDMEMBER SERVICES	412.67	HACH - LAB SUPPLIES/DO PROBE
23169	09/01/17	CARDMEMBER SERVICES	8.95	KRAMER - PLANT SUPPLIES
23169	09/01/17	CARDMEMBER SERVICES	43.98	KRAMER - PLANT SUPPLIES
23169	09/01/17	CARDMEMBER SERVICES	1,050.78	LANDS' END - UNIFORMS
23169	09/01/17	CARDMEMBER SERVICES	31.98	KRAMER - PLANT SUPPLIES
23169	09/01/17	CARDMEMBER SERVICES	311.33	CLTEL - PLANT PHONE/INTERNET
23169	09/01/17	CARDMEMBER SERVICES	58.93	KRAMER - PAINTING SUPPLIES
23169	09/01/17	CARDMEMBER SERVICES	19.98	TRACTOR SUPPLY CO. - SHOP SUPPLIES
23169	09/01/17	CARDMEMBER SERVICES	682.19	PATHFINDER SYSTEMS - DIG BLOWER #2 PARTS
23169	09/01/17	CARDMEMBER SERVICES	39.96	ULINE - LAB SUPPLIES
23169	09/01/17	CARDMEMBER SERVICES	52.29	AMAZON - OFFICE SUPPLIES
23169	09/01/17	CARDMEMBER SERVICES	130.31	VERIZON - PLANT CELL/CPU SERVICE
23169	09/01/17	CARDMEMBER SERVICES	5.83	AMAZON - OFFICE SUPPLIES
23169	09/01/17	CARDMEMBER SERVICES	388.82	NCLABS - LAB SUPPLIES
23169	09/01/17	CARDMEMBER SERVICES	137.00	USA BLUEBOOK - LOCATE PAINT
23169	09/01/17	CARDMEMBER SERVICES	150.00	IAWEA - CONF REGISTRATION - MOLER
23169	09/01/17	CARDMEMBER SERVICES	4.99	KRAMER - PLANT SUPPLIES
23169	09/01/17	CARDMEMBER SERVICES	38.63	KRAMER - SHOP SUPPLIES
23169	09/01/17	CARDMEMBER SERVICES	40.57	KRAMER - WEED SPRAY

23169	09/01/17	CARDMEMBER SERVICES	33.50	LANDS' END - UNIFORMS
23170	09/01/17	GRP & ASSOCIATES	58.00	LAB WASTE DISPOSAL
23171	09/01/17	MOORE, ANGIE	300.00	CLEANING SERVICES
23172	09/01/17	NORTH IOWA SEPTIC SOLUTIONS	6,500.00	WATER LINE REPAIRS
23173	09/01/17	CULVER-HAHN ELECTRIC	37.69	ELECTRICAL SUPPLIES
23174	09/01/17	NORTHERN CEDAR SERVICE CO.	3,449.60	ROOFING PROJECT - RETAINAGE
23175	09/01/17	SIOUX VALLEY ENVIRONMENTAL	1,395.00	ACRYLIC POLYMER
23176	09/01/17	MONGAN PAINTING CO.	8,075.00	SBR REHAB PROJ - PAY REQUEST #3
23177	09/08/17	MOLER, KEVIN	89.55	BEST WESTERN - CONF. LODGING REIMBURSEMENT
23178	09/15/17	ALLIANT ENERGY	17,555.02	ELECTRIC/GAS
23179	09/15/17	HEARTLAND PAPER CO.	107.94	HAND SOAP
23180	09/15/17	MARCO, INC.	47.04	COPIER MAINT. FEE
23181	09/15/17	TUSHA, TED	28.68	ON-CALL MILEAGE REIMBURSEMENT
23182	09/15/17	ABSOLUTE WASTE REMOVAL	101.36	WASTE DISPOSAL
23183	09/15/17	J&J MACHINE	148.75	HAIR SCREEN COMB REPAIR
23184	09/15/17	HANCOCK COUNTY COOP OIL	318.01	GAS
			103,101.36	

**Clear Lake Sanitary District
Unpaid Invoices as of September 19, 2017**

Check #	Date	Vendor Name	Amount	Description
PENDING	9/19/17	ACCELA	469.30	WEB PYMT/CC FEES
PENDING	9/19/17	CRESCENT ELECTRIC	3.26	DUCT SEAL FOR SERVICE TRUCK
PENDING	9/19/17	ELECTRONIC ENGINEERING	66.97	LS #4 ANTENNA PARTS/COAX REPAIR
PENDING	9/19/17	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
PENDING	9/19/17	FOX ENGINEERING	17,656.45	ENGINEER SERV. - 5B/8B & DISINFECT. PROJ
PENDING	9/19/17	GOODNATURE WORK STOP	147.90	EMPLOYEE BOOTS/UNIFORMS
PENDING	9/19/17	INTERSTATE ALL BATTERY CENTER	115.20	BACKUP BATTERY
PENDING	9/19/17	IOWA ONE CALL	64.90	IA ONE CALL LOCATE CHARGES
PENDING	9/19/17	LANDFILL OF NORTH IOWA	150.81	WASTE/GRIT DISPOSAL
PENDING	9/19/17	NAPA	230.42	HOSES/LAB SUPPLIES
PENDING	9/19/17	PEKIN	509.26	LIFE INSURANCE PREMIUMS
PENDING	9/19/17	QUALITY FLOW SYSTEMS, INC.	4,547.95	SBR WAS BRACKET PARTS
PENDING	9/19/17	STATE HYGIENIC LABORATORY	459.50	LAB TESTING
PENDING	9/19/17	UV DOCTOR LAMPS, LLC	7,296.99	UV BULBS/BALLASTS - BLDG 30
PENDING	9/19/17	DAVIDSON, DAVID	17.03	REFUND
			31,829.66	