

**MINUTES OF BOARD OF TRUSTEES: October 12, 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  
Tom Madden, Engineer, SEH

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

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

Item # 5. Approve September 19<sup>th</sup>, 2017 board meeting minutes. Motion by Nicklaus, second by Wolfram to approve the September 19<sup>th</sup>, 2017 board meeting minutes. Motion carried, all Trustees present voting 'aye'.

Item # 6. Wastewater Treatment Facility Process Tank Rehabilitation Project.

- Change Order #2 \$5,675.00. Motion by Meyer, second by Nicklaus to approve Change Order #2 in the amount of \$5,675.00. Motion carried, all Trustees present voting 'aye'.
- Pay Request #4 \$231,869.35. Motion by Wolfram, second by Nicklaus to approve Pay Request #4 in the amount of \$231,869.35. Motion carried, all Trustees present voting 'aye'.

Item # 7. SBR Diffuser Quote, \$9,285.00. Moler noted that he is trying to get a reduced price on the diffuser sleeves, and is awaiting another quote. Motion by Meyer, second by Nicklaus to approve the quote from Aqua Aerobics at \$9,285.00, unless the other quote comes in at a lower price. Motion carried, Meyer, Nicklaus and Clark voting 'aye', and Wolfram voting 'nay'.

NOTE: Later, during the meeting the Aqua rep called and stated he can quote a reduced price of \$8,073, a savings of \$1,212.

Item # 8. Computer and Control Software Quote, \$17,185.00. Moler stated that a laptop with the control and programming software installed on it is needed to allow SJE Rhombus to remote in when there are programming issues at the lift stations. Motion by Nicklaus, second by Meyer to approve the computer and software quote in the amount of \$17,185.00. Motion carried, all Trustees present voting 'aye'.

Item # 9. HSA Seed & Reimbursement Policy. Moler recommended that the new HSA seed amount for 2018 be set at \$4,000 for families and \$2,000 for single. Motion by Nicklaus, second by Wolfram to approve the seed amount of \$4,000 for families and \$2,000 for single. Motion carried, all Trustees present voting 'aye'.

Item # 10. Unfinished Business. Moler said that the Notice to Bidders for the UV Disinfection Project will need to be posted by November 1<sup>st</sup> and the Notice of Hearing will need to be published in the papers on November 29<sup>th</sup>. Bids will be accepted on December 12<sup>th</sup> and the bid will be awarded at the December 19<sup>th</sup> board meeting.

Item #11. Superintendent's Report. No report.

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 2:39 p.m.

ATTEST:

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Bobby Wolfram, Jr., Clerk

**Clear Lake Sanitary District**  
**Standard Monthly Invoices already paid as of October 12, 2017**

Check #	Date	Vendor Name	Amount	Description
EFT	09/27/17	NET PAYROLL	13,970.07	09/27/17 NET PAYROLL
EFT	09/27/17	FEDERAL W/H	6,008.47	09/27/17 FEDERAL WITHHOLDING
EFT	09/27/17	DHS W/H	230.77	09/27/17 DHS WITHHOLDING
EFT	09/27/17	EMPLOYEE HSA CONTRIBUTIONS	230.00	09/27/17 EMPLOYEE HSA CONTRIBUTIONS
EFT	09/27/17	IPERS W/H	6,606.14	09/27/17 IPERS WITHHOLDING
EFT	09/27/17	IA DEPT. REV.	2,108.00	09/27/17 STATE W/H
EFT	10/06/17	POSTMASTER	1,355.45	OCT BILL MAILING
EFT	10/11/17	NET PAYROLL	15,284.00	10/11/17 NET PAYROLL
EFT	10/11/17	FEDERAL W/H	6,270.06	10/11/17 FEDERAL WITHHOLDING
EFT	10/11/17	DHS W/H	230.77	10/11/17 DHS WITHHOLDING
EFT	10/11/17	EMPLOYEE HSA CONTRIBUTIONS	230.00	10/11/17 EMPLOYEE HSA CONTRIBUTIONS
23200	10/05/17	ALLIANT ENERGY	136.33	ELECTRIC/GAS
23201	10/05/17	NAPA	43.00	PARTS/SUPPLIES
23202	10/05/17	BACON, STEVE	53.98	UNIFORM REIMBURSEMENT
23203	10/05/17	SPILMAN, DENNIS	28.68	ON-CALL MILEAGE REIMBURSEMENT
23204	10/05/17	WELLMARK BCBS	11,172.79	HEALTH INS PREMIUMS
23205	10/05/17	FEDERAL EXPRESS	69.47	SHIPPING CHARGES
23206	10/05/17	ABSOLUTE WASTE REMOVAL	102.26	WASTE DISPOSAL
23207	10/05/17	FULLERTON, RON	37.24	ON-CALL MILEAGE REIMBURSEMENT
23208	10/05/17	AVESIS	218.35	VISION INS PREMIUMS
23209	10/05/17	PRINCIPAL FINANCIAL	903.18	DENTAL INS PREMIUMS
23210	10/05/17	CARDMEMBER SERVICES	167.50	LANDS' END - UNIFORMS
23210	10/05/17	CARDMEMBER SERVICES	600.00	IAWEA - OPERATOR'S CONF. REGISTRATIONS
23210	10/05/17	CARDMEMBER SERVICES	95.09	SPRAYER SUPPLIES - SPRAY NOZZLE
23210	10/05/17	CARDMEMBER SERVICES	311.33	CLTEL - PLANT PHONE/INTERNET
23210	10/05/17	CARDMEMBER SERVICES	54.99	STAPLES - OFFICE SUPPLIES

23210	10/05/17	CARDMEMBER SERVICES	129.48	VERIZON - PLANT CELL/CPU SERVICE
23210	10/05/17	CARDMEMBER SERVICES	8.99	KRAMER - WATER LINE VALVE
23210	10/05/17	CARDMEMBER SERVICES	139.98	BEST BUY - EXTERNAL HARD DRIVES
23210	10/05/17	CARDMEMBER SERVICES	682.87	USA BLUEBOOK - 10 MIN EMERGENCY DEVICE
23210	10/05/17	CARDMEMBER SERVICES	34.99	TRACTOR SUPPLY CO. - SHOP SUPPLIES
23210	10/05/17	CARDMEMBER SERVICES	8.99	KRAMER - PLANT SUPPLIES
23210	10/05/17	CARDMEMBER SERVICES	53.85	LANDS' END - UNIFORMS
23210	10/05/17	CARDMEMBER SERVICES	1,385.37	HACH - LAB SUPPLIES
23210	10/05/17	CARDMEMBER SERVICES	23.97	KRAMER - RAID FOGGERS
23210	10/05/17	CARDMEMBER SERVICES	92.35	LANDS' END - UNIFORMS
23210	10/05/17	CARDMEMBER SERVICES	373.00	MENARDS - SOFTENER SALT/SUPPLIES
23210	10/05/17	CARDMEMBER SERVICES	34.16	KRAMER - SERVICE TRUCK SUPPLIES
23210	10/05/17	CARDMEMBER SERVICES	17.18	KRAMER - CAR WASH SUPPLIES
23210	10/05/17	CARDMEMBER SERVICES	358.20	BEST WESTERN - CONFERENCE LODGING
23210	10/05/17	CARDMEMBER SERVICES	2.58	KRAMER - SHOP SUPPLIES
23211	10/05/17	MOORE, ANGIE	300.00	CLEANING SERVICES
23212	10/05/17	B&F FASTENER SUPPLY	166.04	DRILL BITS FOR SHOP
23213	10/05/17	SUPERIOR LUMBER	21.78	LATH FOR LOCATES
23214	10/05/17	CONSOLIDATED ENERGY	171.05	KEROSENE FOR POWER WASHER
			<u>70,522.75</u>	

**Clear Lake Sanitary District  
Unpaid Invoices as of October 12, 2017**

Check #	Date	Vendor Name	Amount	Description
PENDING	10/12/17	ACCELA	473.10	WEB PYMT/CC FEES
PENDING	10/12/17	ALLENDER BUTZKE ENGINEERS INC	7,400.00	UV DISINFECTION PROJ GEOTECH EXPL.
PENDING	10/12/17	ALLIANT ENERGY	11,152.95	GAS/ELECTRIC BILLS
PENDING	10/12/17	CLEAR LAKE MIRROR REPORTER	63.00	SUBSCRIPTION RENEWAL
PENDING	10/12/17	CONSOLIDATED ENERGY	585.14	DIESEL - PORTABLE BARREL
PENDING	10/12/17	CULVER-HAHN ELECTRIC	94.40	SBR PARTS
PENDING	10/12/17	ELLIOTT EQUIPMENT	1,163.54	CAMERA TRUCK CAMERA REPAIRS
PENDING	10/12/17	FEDERAL FIRE EQUIPMENT CO.	445.00	EXTINGUISHER INSPECTION/MAINT.
PENDING	10/12/17	HANCOCK COUNTY COOP	494.17	GAS
PENDING	10/12/17	HUBER SUPPLY CO.	88.95	SHOP SUPPLIES
PENDING	10/12/17	INTERSTATE ALL BATTERY CENTER	1,017.00	BACKUP BATTERIES
PENDING	10/12/17	KNORR ELECTRIC	2,186.25	WELL REPAIRS/SBR PUMP REPAIRS
PENDING	10/12/17	LANDFILL OF NORTH IOWA	33.00	WASTE/GRIT DISPOSAL
PENDING	10/12/17	MARCO, INC.	45.54	COPIER MAINTENANCE FEE
PENDING	10/12/17	MIDWEST PIPE SUPPLY	38.98	LANDSCAPING MATERIALS
PENDING	10/12/17	PUEGGEL, GRANT	10.70	ON CALL MILEAGE
PENDING	10/12/17	SEH, INC	1,708.22	SBR PROJECT ENGINEERING
PENDING	10/12/17	STANDARD BEARINGS	277.30	AIR HANDLER PARTS
PENDING	10/12/17	TEST AMERICA	1,980.50	LAB TESTING
PENDING	10/12/17	USA BLUEBOOK	278.19	LOCATE PAINT
PENDING	10/12/17	CLARK, TIM	17.66	3RD QTR 2017 MILEAGE REIMBURSEMENT
PENDING	10/12/17	MEYER, LOTHAR	2.14	3RD QTR 2017 MILEAGE REIMBURSEMENT
PENDING	10/12/17	NICKLAUS, STEVE	8.03	3RD QTR 2017 MILEAGE REIMBURSEMENT
PENDING	10/12/17	WOLFRAM, BOBBY	16.05	3RD QTR 2017 MILEAGE REIMBURSEMENT
PENDING	10/12/17	BACON, GREGG	88.33	REFUND
			<u>29,668.14</u>	