

MINUTES OF BOARD OF TRUSTEES: November 21, 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 October 2017 Financial Statement. Motion by Nicklaus, second by Wolfram to approve the October 2017 Financial Statement. Motion carried, all Trustees present voting 'aye'.

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

Item # 5. Approve October 12th, 2017 board meeting minutes. Motion by Nicklaus, second by Wolfram to approve the October 12th, 2017 board meeting minutes. Motion carried, all Trustees present voting 'aye'.

Item # 6. Wastewater Treatment Facility Process Tank Rehabilitation Project Update. Madden, Moler and the Board discussed the seeping water from the joints of the newly pour concrete cap in SBR 4. It was decided to not remove the cap and instead isolate that area when sealing the rest of the tank, and sealing the joints with grout. The Board also decided that holes should be drilled along the bottom of that portion of the wall so that any additional water behind the wall will be drained before it freezes.

Item # 7. Lift Station 5B & 8B Pump Redesign Engineering Fees, \$12,977. Moler noted that the engineering fees for this project have exceeded the original quote. Moler stated that we initially believed we would only need to change the pump design. As we progressed through design we discovered that relocating the above floor discharge piping was required which required additional engineering. The original engineering quote was \$7,500. The final and actual amount is \$12,977. Motion by Meyer, second by Nicklaus to approve the updated engineering fees for the Lift Station 5B & 8B Pump Redesign Project. Motion carried, all Trustees present voting 'aye'.

Item # 8. Account Adjustment 014021-000. This owner was watering trees and forgot to turn the hose off resulting in 28,900 gallons over their average usage. This water did not go down the sanitary sewer. Motion by Nicklaus, second by Meyer to approve the 28,900 gallon or \$63.87 credit for Account #014021-000. Motion carried, all Trustees present voting 'aye'.

Item # 9. Unfinished Business. No report.

Item #10. Superintendent’s Report. Moler stated that Central Iowa Televising completed the cutout and replacement of the defective liner section between manholes 136 and 137 on North Shore Drive. Moler also informed the board that the sludge hauling is now complete for the year. Moler reminded the Board that the District is set to take bids for the UV Disinfection Project on December 12th, with the Public Hearing during the normal board meeting on December 19th. Moler also inquired about the District getting a new push camera as the current one is shot. The Board recommended getting quotes on a new push camera.

Item #11. Trustees Report. No report.

There being no further business to discuss, motion by Meyer, second by Nicklaus to adjourn. Motion carried, all Trustees present voting ‘aye’. Meeting adjourned at 3:19 p.m.

ATTEST:

Bobby Wolfram, Jr., Clerk

Clear Lake Sanitary District
Standard Monthly Invoices already paid as of November 21, 2017

Check #	Date	Vendor Name	Amount	Description
EFT	10/18/17	IA WORKFORCE DEVELOPMENT	20.29	3RD QTR 2017 UNEMPLOYMENT
EFT	10/18/17	IA DEPT. REV.	2,948.00	3RD QTR 2017 SALES TAX
EFT	10/25/17	NET PAYROLL	14,036.33	10/25/17 NET PAYROLL
EFT	10/25/17	FEDERAL W/H	5,999.47	10/25/17 FEDERAL WITHHOLDING
EFT	10/25/17	DHS W/H	230.77	10/25/17 DHS WITHHOLDING
EFT	10/25/17	EMPLOYEE HSA CONTRIBUTIONS	230.00	10/25/17 EMPLOYEE HSA CONTRIBUTIONS
EFT	10/25/17	IPERS W/H	6,556.90	10/25/17 IPERS WITHHOLDING
EFT	10/25/17	IA DEPT. REV.	2,087.00	10/25/17 STATE W/H
EFT	11/06/17	POSTMASTER	1,356.61	NOV BILL MAILING
EFT	11/07/17	NET PAYROLL	15,349.91	11/07/17 NET PAYROLL
EFT	11/07/17	FEDERAL W/H	6,459.78	11/07/17 FEDERAL WITHHOLDING
EFT	11/07/17	DHS W/H	230.77	11/07/17 DHS WITHHOLDING
EFT	11/07/17	EMPLOYEE HSA CONTRIBUTIONS	230.00	11/07/17 EMPLOYEE HSA CONTRIBUTIONS
23240	10/18/17	ALLIANT ENERGY	1,129.65	ELECTRIC/GAS
23241	10/18/17	PMMIC	788.00	LS #8 UST INSURANCE PREMIUMS
23242	10/18/17	PETTY CASH	120.95	PETTY CASH REIMBURSEMENT
23243	10/18/17	IMWCA	112.00	16/17 AUDIT PREMIUM ADJUSTMENT
23244	10/18/17	OFFICE ELEMENTS	73.80	PAPER
23245	10/18/17	PEKIN LIFE INSURANCE	509.26	LIFE INSURANCE PREMIUMS
23246	10/18/17	B&F FASTENER SUPPLY	54.01	SHOP ELECTRICAL SUPPLIES
23247	10/18/17	LAKE AUTO PARTS	38.30	HAND CLEANER - SHOP
23248	10/18/17	SIOUX VALLEY ENVIRONMENTAL	1,395.00	ACRYLIC POLYMER
23249	10/18/17	MONGAN PAINTING CO.	231,869.35	SBR REHAB PROJ. - PAY REQUEST #4
23250	10/18/17	TONY'S TIRE SERVICE	124.45	DIAGNOSE DUMP TRUCK
23251	10/18/17	IOWA WALL SAWING	1,150.00	SBR REHAB PROJ - FLUSH CUTTING STEEL BEAMS
23252	10/27/17	IOWA ONE CALL	89.20	LOCATE CHARGES
23253	10/27/17	HEARTLAND PAPER CO.	324.54	PLANT SUPPLIES
23254	10/27/17	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
23255	10/27/17	WELLMARK	11,573.72	HEALTH INSURANCE PREMIUMS
23256	10/27/17	AVESIS	218.35	VISION INSURANCE PREMIUMS

23257	10/27/17	PRINCIPAL FINANCIAL	947.46	DENTAL INSURANCE PREMIUMS
23258	10/30/17	FOX ENGINEERING	36,736.75	ENGINEERING - UV DISINFECT & LS5B/8B PROJECTS
23259	10/30/17	DATA TECHNOLOGIES	2,416.38	2018 SUMMIT LICENSE/SUPPORT
23260	10/30/17	MECHANICAL AIR SYSTEMS	1,800.00	ANNUAL BACKFLOW TESTS
23261	10/30/17	MC2 INC.	254.43	UV SEAL KITS - BLDG 30
23262	10/30/17	MCLAUGHLIN, KELLY	187.24	UNIFORM/BOOT REIMBURSEMENT
23263	10/30/17	TEST AMERICA	2,521.50	LAB TESTING
23264	10/30/17	FIVE STAR COOP	394.96	WEED SPRAY/GRASS SEED
23265	10/30/17	J&J MACHINE	317.94	PARTS FOR BULB RACK - BLDG 30
23266	10/30/17	ELLIOTT EQUIPMENT CO.	1,508.00	LATERAL LAUNCH CAMERA REPAIRS
23267	10/30/17	CARDMEMBER SERVICES	44.21	B&F FASTENER - SHOP STOCK
23267	10/30/17	CARDMEMBER SERVICES	148.90	AMAZON - OFFICE/LAB SUPPLIES
23267	10/30/17	CARDMEMBER SERVICES	121.83	B&F FASTENER - DRILL BITS FOR SHOP
23267	10/30/17	CARDMEMBER SERVICES	311.33	CLTEL - PHONE/INTERNET SERVICE
23267	10/30/17	CARDMEMBER SERVICES	19.36	KRAMER - SHOP SUPPLIES
23267	10/30/17	CARDMEMBER SERVICES	10.98	KRAMER - LS#8 BULBS
23267	10/30/17	CARDMEMBER SERVICES	89.98	LEGENCY FLOWERS - FUNERAL FLOWERS
23267	10/30/17	CARDMEMBER SERVICES	128.33	VERIZON - PLANT CELL/CPU SERVICE
23267	10/30/17	CARDMEMBER SERVICES	96.53	KRAMER - PLANT SUPPLIES
23267	10/30/17	CARDMEMBER SERVICES	1,743.56	IDEXX - LAB SUPPLIES
23267	10/30/17	CARDMEMBER SERVICES	17.37	KRAMER - PLANT SUPPLIES
23267	10/30/17	CARDMEMBER SERVICES	660.05	USA BLUEBOOK - 5 MIN EMERGENCY DEVICE
23267	10/30/17	CARDMEMBER SERVICES	212.01	IDEXX - LAB SUPPLIES
23267	10/30/17	CARDMEMBER SERVICES	22.77	KRAMER - LOCATE PAINT
23267	10/30/17	CARDMEMBER SERVICES	267.43	MENARDS - LANDSCAPING SUPPLIES
23267	10/30/17	CARDMEMBER SERVICES	397.50	AMAZON - BILLING PRINTER TONER
23267	10/30/17	CARDMEMBER SERVICES	147.80	AMAZON - OFFICE/LAB SUPPLIES
23267	10/30/17	CARDMEMBER SERVICES	1,079.45	SIEMENS - TRANSDUCER - RAG SCREEN
23267	10/30/17	CARDMEMBER SERVICES	142.32	ZORO - EPOXY APPLICATOR
23267	10/30/17	CARDMEMBER SERVICES	6.99	KRAMER - PLANT SUPPLIES
23267	10/30/17	CARDMEMBER SERVICES	39.92	MENARDS - LANDSCAPING SUPPLIES
23267	10/30/17	CARDMEMBER SERVICES	9.59	KRAMER - ARMORALL
23267	10/30/17	CARDMEMBER SERVICES	54.01	B&F FASTENER - ELECTRICAL SUPPLIES
23267	10/30/17	CARDMEMBER SERVICES	78.86	DOUG'S SMALL ENGINE - CHAINSAW PARTS
23268	10/30/17	MOORE, ANGIE	300.00	CLEANING SERVICES
23269	10/30/17	SUPERIOR LUMBER	77.46	BLOWER CABINET SUPPLIES
23270	10/30/17	SEH, INC.	2,547.68	ENGINEERING - SBR TANK REHAB PROJECT
23271	11/03/17	CONSOLIDATED ENERGY	1,205.00	DIESEL - PLANT/PORTABLE BARRELS
23272	11/03/17	CENTRAL IOWA TELEVISION	16,300.00	SPOT REPAIR FROM '16 SEWER LINING PROJECT
23273	11/15/17	IOWA ONE CALL	126.90	OCT ONE CALL CHARGES
23274	11/15/17	ALLIANT ENERGY	12,141.49	ELECTRIC/GAS
23275	11/15/17	LANDFILL OF NORTH IOWA	66.00	GRIT DISPOSAL
23276	11/15/17	MARCO, INC.	46.80	COPIER MAINTENANCE FEE
23277	11/15/17	ABSOLUTE WASTE REMOVAL	102.26	WASTE SERVICE
23278	11/15/17	BRAKKE IMPLEMENT, INC.	625.40	JD MOWER REPAIRS
23279	11/15/17	PEKIN LIFE INSURANCE	509.26	LIFE INSURANCE PREMIUMS
23280	11/15/17	CONSOLIDATED ENERGY	1,225.00	DIESEL - PLANT/PORTABLE BARRELS
23281	11/15/17	HANCOCK COUNTY COOP	392.21	GAS
			<u>394,001.33</u>	

**Clear Lake Sanitary District
Unpaid Invoices as of November 21, 2017**

Check #	Date	Vendor Name	Amount	Description
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PENDING	11/21/17	ACCELA	464.55	WEB PYMT/CC FEES
PENDING	11/21/17	ALLIANT ENERGY	389.00	GAS/ELECTRIC BILLS
PENDING	11/21/17	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
PENDING	11/21/17	FERTILIZER EQUIPMENT SPECIALISTS	1,528.00	AG CHEM INJECTION KNIFE MANIFOLDS
PENDING	11/21/17	FOX ENGINEERING	58,284.73	ENGINEER SERV. - 5B/8B & DISINFECT. PROJ
PENDING	11/21/17	GOODNATURE WORK STOP	64.98	EMPLOYEE BOOTS/UNIFORMS
PENDING	11/21/17	HARRISON TRUCK CENTERS	57.18	AG CHEM PARTS
PENDING	11/21/17	HDR ENGINEERING INC.	551.11	NUTRIENT REDUCTION STUDY
PENDING	11/21/17	HEALTHWORKS	76.00	EMPLOYEE DOT SCREENINGS
PENDING	11/21/17	HEARTLAND PAPER CO.	75.16	PLANT SUPPLIES
PENDING	11/21/17	HUBER SUPPLY CO.	187.00	SHOP SUPPLIES
PENDING	11/21/17	LAKE AUTO PARTS	102.59	BATTERY - LS#7
PENDING	11/21/17	LMK TECHNOLOGIES, LLC	920.00	LMK SADDLE KIT
PENDING	11/21/17	MIDWEST PIPE SUPPLY	78.40	VAC-A-TEE PARTS
PENDING	11/21/17	MUNICIPAL SUPPLY INC	1,174.00	METERS
PENDING	11/21/17	NAPA	533.46	BLOWER BELTS/SUPPLIES
PENDING	11/21/17	POTTER & BRANT PLC	3,900.00	FY '17 AUDIT FEES
PENDING	11/21/17	SEH, INC	661.59	SBR PROJECT ENGINEERING
PENDING	11/21/17	SJE RHOMBUS	22,396.20	PROGRAMMING/PROGRAMMING LAPTOP
PENDING	11/21/17	TELEDYNE INSTRUMENTS INC	697.00	SAMPLER PARTS
PENDING	11/21/17	WELLMARK BLUE CROSS	11,517.86	HEALTH INS PREMIUMS
PENDING	11/21/17	NICOLETTO, AARON	9.99	REFUND
PENDING	11/21/17	WHITINGER, JARVIS & JILL	5.93	REFUND
			<u>103,768.45</u>	