

MINUTES OF BOARD OF TRUSTEES: May 15, 2018
CLEAR LAKE SANITARY DISTRICT, CERRO GORDO COUNTY, IOWA

The meeting was called to order by President Steve Nicklaus at 5:35 p.m. Nicklaus indicated to those present that the meeting was being tape recorded for meeting minute generation purposes only.

Trustees present: Steve Nicklaus (President)
Lothar Meyer (Treasurer)
Bobby Wolfram, Jr. (Clerk)
Gary Hugi
Tony Nelson

Absent:

Also present: Kevin Moler, Administrator/Superintendent
Eric Evans, HDR Engineering
Brian Bakke, HDR Engineering
Tom Madden, SEH Engineering

Item #1. Opportunity for public to speak. No public to speak on items not on the agenda.

Item #2. Approve April 2018 Financial Statement. Motion by Meyer, second by Nelson to approve the April 2018 Financial Statement. Motion carried, all Trustees present voting 'aye'.

Item #3. Approve April 2018 Invoices. Motion by Hugi, second by Meyer to approve the April 2018 Invoices. Motion carried, all Trustees present voting 'aye'.

Item #4. Approve April 24, 2018 board meeting minutes. Motion by Meyer, second by Nelson to approve the April 24th, 2018 board meeting minutes. Motion carried, all Trustees present voting 'aye'.

Item #5. Nutrient Reduction Strategy. Evans reviewed the three nutrient removal alternative plans and a baseline plan. Alternative 1 is the AquaNereda Granular Activated Sludge system with two full sized reactors. Alternative 2 is the AquaNeereda Granular Activated Sludge System with one full sized Reactor and Aqua Aerobics IntelliPro system added to two existing SBR basins. Alternative 3 is a hybrid alternative combining the IntelliPro control system with the existing SBR basins and retrofitting the North sludge storage tank to the AquaNereda GrAS system. Evans stated that the report he will submit to the DNR will state that we will continue to pilot the IntelliPro system. Evans also stated that included in the report is a commitment from the board to establish a schedule for compliance. The board discussed a reasonable schedule with Evans. Motion by Hugi, second by Meyer to approve a compliance schedule that includes a bid date of January 2020, a construction date of April 2020 to March 2021 and a startup and optimization period of April 2021 to March 2023. Motion carried, all Trustees present voting 'aye'.

Item # 6. Wastewater Treatment Facility Process Tank Rehabilitation Project status. Tom indicated that he hired a third party out of Minneapolis and he is not getting a response. Tom has now hired KTD out of Pennsylvania. This company will conduct an electron microscope and x-ray tests that will analyze the substrate on the coating chips and let us know if there are contaminates. Madden's commented that Tnemec's report was inaccurate because his comments did not reflect the actual pictures showing the cracks in the core samples or the moisture (lack of) on the wall. Madden commented that there may be arguments about who

pays for the re-coat. Moler stated that if the third party test results are definitive there should be no question about who pays. Madden stated that it may not be that simple.

Meyer questioned the success of the first tank that was coated. Madden stated that we should drain that tank and inspect. Madden stated that the two year maintenance bond would cover any problems with the first tank (SBR 1).

Item # 7. Resolution 18-07, a Resolution approving the voluntary annexation of parcel number: 06-08-200-018-00. Moler explained this parcel is owned by the county is across from the former Andrews Prestressed concrete company. Moler stated that annexing this property squares off the District's boundary to the end of the City's upcoming water and sewer extension on N 32nd St. Moler also stated that the County does not pay property tax so the annexation is a moot point unless they sell this parcel. Motion by Nelson, second by Meyer. Nicklaus called the roll with the following results: Ayes were Nelson, Meyer, and Nicklaus. Nays were Hugi and Wolfram. Motion carried 3-2.

Item # 8. Resolution 18-08, a Resolution amending the FY 2018 Budget. Increasing the Capital Improvement Fund from \$543,987 to \$945,000 for the purpose of UV Disinfection Project, SBR Wall Rehabilitation Project, Pretreatment Building Rooftop HVAC Unit Replacement, and the Nutrient Removal Study. Motion by Meyer, second by Hugi to approve Resolution 18-08. Nicklaus called the roll with the following results: Ayes were Nelson, Meyer, Hugi, Wolfram, and Nicklaus. Motion carried 5-0.

Item # 9. UV Disinfection Project. Pay Request #2, \$106,400.00. Motion by Hugi, second by Meyer to approve Pay Request #2. Motion carried all Trustees present voting 'aye'.

Item # 10. Kinseth Hospitality Companies Parking Lease. Moler informed the board that this is a two lease that runs from June 1 to May 31. Moler said the renewal amount is the same as the current lease amount which is \$300 per month. Motion by Meyer, second by Nelson to approve the proposed renewal lease. Motion carried, all Trustees present voting 'aye'.

Item # 11. Midland GIS Solutions Proposal. Moler explained this quote will support our sewer GIS system and GIS information we obtain from the county. Instead of our sewer video files stored on our GIS PC the files will be stored online at Midland's host site. Moler stated that Midland can provide better support than our ESRI Arc View software and a 15 year Present Worth comparison reveals the Midland system offers a less cost alternative. Motion by Nelson, second by Meyer to approve the Midland quote which includes a \$5,000 web site development fee, \$2,400 annual website hosting fee, and a \$3,000 CCTV integration fee. Motion carried, all Trustees present voting 'aye'.

Item # 12. Sewer Rates. The board reviewed current and future capital projects, financial status and the need for a rate increase. After further discussion the board directed Moler to prepare information for next month's meeting that reflects a 3% rate increase.

Item #13. Staffing. Moler recommended to the board that this position include operations and maintenance requirements and include the requirement for a 'working' position. The board agreed the position should be a 'working' position. Moler asked if the board wanted a degreed person. After discussion the board didn't believe a degree is required. The board agreed Kevin's position/title should be separated so the position to hire is a superintendent.

Item #14. Unfinished Business. No report.

Item #15. Superintendent’s Report. Moler reported that the EQ basins are being emptied and the SBR system is running better.

Item #16. Trustees Report. Wolfram asked about the status of drying beds for our sludge process. Moler updated the board on the bid process that ended up with \$1 million bids when we thought the cost was going to be half of the cost. Moler explained that dry solids provide an option for us to haul them to the landfill. Moler said the downside to drying beds is that we would get an odor. Moler said that one of the driving forces to drying beds was to position ourselves if development occurs around us and we become land locked.

There being no further business to discuss, motion by Wolfram, second by Nelson to adjourn. Motion carried, all Trustees present voting ‘aye’. Meeting adjourned at 7:23 p.m.

ATTEST:

Bobby Wolfram, Jr., Clerk

Clear Lake Sanitary District
Standard Monthly Invoices already paid as of May 15, 2018

Check #	Date	Vendor Name	Amount	Description
EFT	04/19/18	IA WORKFORCE DEVELOPMENT	147.25	1ST QTR 2018 UNEMPLOYMENT
EFT	04/19/18	IA DEPT. REV.	2,123.00	1ST QTR 2018 SALES TAX
EFT	04/25/18	NET PAYROLL	15,154.73	04/25/18 NET PAYROLL
EFT	04/25/18	FEDERAL W/H	6,018.35	04/25/18 FEDERAL WITHHOLDING
EFT	04/25/18	DHS W/H	230.77	04/25/18 DHS WITHHOLDING
EFT	04/25/18	EMPLOYEE HSA CONTRIBUTIONS	155.00	04/25/18 EMPLOYEE HSA CONTRIBUTIONS
EFT	04/25/18	IPERS W/H	6,796.23	04/25/18 IPERS WITHHOLDING
EFT	04/25/18	IA DEPT. REV.	2,261.00	04/25/18 STATE W/H
EFT	05/04/18	POSTMASTER	1,354.20	MAY BILL MAILING
EFT	05/09/18	NET PAYROLL	15,879.90	05/09/18 NET PAYROLL
EFT	05/09/18	FEDERAL W/H	6,082.84	05/09/18 FEDERAL WITHHOLDING
EFT	05/09/18	DHS W/H	230.77	05/09/18 DHS WITHHOLDING
EFT	05/09/18	EMPLOYEE HSA CONTRIBUTIONS	155.00	05/09/18 EMPLOYEE HSA CONTRIBUTIONS
23551	04/26/18	PMMIC	788.00	LS #5 UST INSURANCE PREMIUMS
23552	04/26/18	TESTAMERICA	2,098.50	LAB TESTING
23553	04/26/18	BACON, STEVE	4.47	ON-CALL MILEAGE
23554	04/26/18	SPILMAN, DENNIS	14.61	ON-CALL MILEAGE
23555	04/26/18	FEDERAL EXPRESS	96.15	SHIPPING CHARGES
23556	04/26/18	J&J MACHINE	308.63	SBR DIPPERS
23557	04/26/18	PRINCIPAL FINANCIAL	947.46	DENTAL INSURANCE PREMIUMS
23558	04/26/18	DJ GONGOL & ASSOCIATES	845.38	BLDG 30 BACKWASH PUMP PARTS
23559	04/26/18	CARDMEMBER SERVICES	6.98	KRAMER - MARKING FLAGS
23559	04/26/18	CARDMEMBER SERVICES	66.18	KRAMER - SHOP SUPPLIES
23559	04/26/18	CARDMEMBER SERVICES	42.73	KRAMER - SHOP SUPPLIES/MARKING PAINT
23559	04/26/18	CARDMEMBER SERVICES	118.35	AMAZON - OFFICE/SHOP SUPPLIES
23559	04/26/18	CARDMEMBER SERVICES	170.25	VERIZON - PLANT CELL/CPU SERVICE
23559	04/26/18	CARDMEMBER SERVICES	322.93	CLTEL - PHONE/INTERNET SERVICE
23559	04/26/18	CARDMEMBER SERVICES	279.99	AMAZON - WHITEBOARD FOR BOARD ROOM
23559	04/26/18	CARDMEMBER SERVICES	21.98	KRAMER - HOLE SAWS
23559	04/26/18	CARDMEMBER SERVICES	686.62	STAR EQUIPMENT - SERVICE TRUCK CRANE REPAIRS

23559	04/26/18	CARDMEMBER SERVICES	78.79	BENNIGAN'S - MEALS FOR MEETING
23559	04/26/18	CARDMEMBER SERVICES	9.18	KRAMER - SHOP SUPPLIES
23559	04/26/18	CARDMEMBER SERVICES	33.04	USA BLUEBOOK - PRESSURE WASHER PARTS
23559	04/26/18	CARDMEMBER SERVICES	176.66	SHELDON MANUFACTURING - OVEN THERMOSTAT
23559	04/26/18	CARDMEMBER SERVICES	9.75	KRAMER - THICKENER PARTS
23559	04/26/18	CARDMEMBER SERVICES	967.41	HACH - LAB SUPPLIES
23559	04/26/18	CARDMEMBER SERVICES	12.58	KRAMER - PLANT SUPPLIES
23559	04/26/18	CARDMEMBER SERVICES	253.63	USA BLUEBOOK - SAFETY SUPPLIES
23559	04/26/18	CARDMEMBER SERVICES	8.94	KRAMER - BLDG 30 CHLORINE TANK PARTS
23559	04/26/18	CARDMEMBER SERVICES	9.52	KRAMER - CHLORINE TANK PARTS
23559	04/26/18	CARDMEMBER SERVICES	158.00	AMAZON - BLDG 30 UV FACE SHIELDS
23559	04/26/18	CARDMEMBER SERVICES	20.00	AMAZON - COMPLIANCE SIGNS
23559	04/26/18	CARDMEMBER SERVICES	843.54	HACH - LAB SUPPLIES
23559	04/26/18	CARDMEMBER SERVICES	1,361.52	AIR FILTERS INC - PRETREATMENT BLDG FILTERS
23559	04/26/18	CARDMEMBER SERVICES	72.12	SHOP SUPPLIES
23560	04/26/18	SUPERIOR LUMBER	4.98	NAILS
23561	04/26/18	CULVER-HAHN ELECTRIC	282.65	BLDG 30 PARTS/SUPPLIES
23562	04/26/18	SJE RHOMBUS	270.00	3RD QTR FLEX PLAN/PROGRAMMING
23563	04/26/18	MICHAEL RICHARD WASTEWATER	350.00	SLUDGE SAMPLE TESTING
23564	04/26/18	SYNERGY CONTRACTING, LLC	79,819.41	UV DISINFECTION PROJECT - PAY REQUEST #1
23565	05/10/18	ALLIANT ENERGY	12,719.90	ELECTRIC/GAS
23566	05/10/18	MARCO, INC.	75.64	COPIER MAINT FEE
23567	05/10/18	SPILMAN, DENNIS	14.61	ON-CALL MILEAGE
23568	05/10/18	ABSOLUTE WASTE	102.26	WASTE DISPOSAL SERVICE
23569	05/10/18	AVESIS	151.61	VISION INSURANCE PREMIUMS
23570	05/10/18	MOORE, ANGIE	300.00	APR CLEANING SERVICES
23571	05/10/18	HANCOCK COUNTY COOP	364.96	GAS
			<u>161,878.95</u>	

**Clear Lake Sanitary District
Unpaid Invoices as of May 15, 2018**

Check #	Date	Vendor Name	Amount	Description
PENDING	5/15/18	ACCELA	464.55	CREDIT CARD/WEB PYMT FEES
PENDING	5/15/18	BRAKKE IMP., INC.	61.72	JD MOWER/TREE PULLER PARTS
PENDING	5/15/18	CERRO GORDO COUNTY TREASURER	52.00	DRAINAGE DIST.#40 MAIN DITCH ASSESSMENT
PENDING	5/15/18	CLARK, TIM	57.83	1ST QTR PAYROLL
PENDING	5/15/18	FAREWAY	43.84	COFFEE/POP FOR LUNCHEON/TEA
PENDING	5/15/18	FOX ENGINEERING	30,386.65	UV DISINFECTION PROJECT ENGINEERING
PENDING	5/15/18	GOODNATURE WORK STOP	79.99	FIRE RATED OVERALLS
PENDING	5/15/18	HUPP ELECTRIC MOTORS	2,260.82	HOIST/CRANE REPAIRS
PENDING	5/15/18	J&J MACHINING WELDING & FAB.	770.83	BLDG 30 VALVE ROD/SBR4 WAS PUMP BAFFLE
PENDING	5/15/18	LAKE FIREPLACE & SPA	50.25	SBR SKIMMER NET/POLE
PENDING	5/15/18	LANDFILL OF NORTH IOWA	66.00	WASTE/GRIT DISPOSAL
PENDING	5/15/18	MASON CITY RED POWER	167.00	TREE PULLER PARTS/COUPLINGS
PENDING	5/15/18	MC2, INC.	512.99	UV CHANNEL TROJAN SENSOR SLEEVES
PENDING	5/15/18	MID-AMERICA PUBLISHING CORP	39.48	LEGAL PUBLICATION
PENDING	5/15/18	MUNICIPAL SUPPLY INC	928.40	METERS
PENDING	5/15/18	PUEGGEL, GRANT	10.90	ON CALL MILEAGE
PENDING	5/15/18	SJE RHOMBUS	1,620.00	4TH QTR FLEX PLAN
PENDING	5/15/18	DAVIDSON, DIANA	44.27	REFUND
PENDING	5/15/18	GRUELKE, SHANNON	32.57	REFUND
PENDING	5/15/18	RUSSELL, ASHLEY	52.91	REFUND
			<u>37,703.00</u>	

