

MINUTES OF BOARD OF TRUSTEES: June 19, 2018
CLEAR LAKE SANITARY DISTRICT, CERRO GORDO COUNTY, IOWA

The meeting was called to order by President Steve Nicklaus at 5:34 p.m. following the Public Hearing for the amendment of Ordinance No. 7. No public present for the Hearing and no written or oral comments presented. 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
Tom Madden, SEH Engineering

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

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

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

Item #4. Approve May 9th and 15th, 2018 board meeting minutes. Motion by Hugi, second by Meyer to approve both May 2018 board meeting minutes. Motion carried, all Trustees present voting 'aye'.

Item # 5. Wastewater Treatment Facility Process Tank Rehabilitation Project status. Madden explained that after inspecting the tank there is enough concern that there may be problems that are not discovered in the inspection and believe the entire tank coating should be removed and re-coated. The board agreed to having the entire basin stripped and re-coated.

The board asked about the warranty period and when it begins. Madden stated that warranty begins after the completion of the project, after all four tanks are completed and is for a period of 2 years. Madden stated that we will need to look at the first basin that was completed, SBR 1, before the project is considered complete.

Madden also recommended that a third party be hired to inspect the entire basin after the coating is stripped. The board agreed and stated that the District would pay for the third party to inspect and approve the surface for coating.

Item # 6. Publication of Minutes. Moler informed the board that he received a response from Grabinski stating that the District is not required by law to publish the minutes but they are required to make them available to the public if they are requested. Nicklaus inquired as to the cost for publication. Moler stated that a typical meeting would cost under \$200 to publish in the Mirror Reporter. Hugi stated that a scaled down version of the minutes could be published and would only cost \$0.48 per line plus a width charge. The board directed Moler to obtain publication costs and a legal response from the Iowa Public Information Board and place on the July agenda.

Item # 7. Ordinance No. 7 Sewer Rental Fees

- Approve Amendment, 3% sewer rate increase. Moler presented the amended Ordinance to the Board and informed them that they can approve this on the first reading and waive the second and third readings. Moler stated that the board has always waived the second and third readings and the public has never complained. Moler also presented calculations showing the 3% increase for all fees. Moler also stated that this amendment adds back the Water Produced section which identifies the amount of water consumed/sewer use when there is no meter installed. This section was inadvertently deleted in 2012 when we amended the Ordinance and accidentally omitted the Water Produced section. Motion by Meyer, second by Nelson to approve Ordinance No. 7. Nicklaus called the roll with the following results: Ayes were Nelson, Meyer, Hugi, Wolfram, and Nicklaus. Nays, none. Motion by Hugi, second by Meyer to waive the second and third readings. Nicklaus called the roll: Ayes were Nelson, Meyer, Hugi, and Wolfram. No Nays. Motion carried. The Ordinance was approved and Moler was directed to publish the Ordinance in the June 27 Mirror edition after which the Ordinance will then become official.
- Production Based-Strength Charge discussion. Moler stated that this is being presented for discussion due to the new brewery established in Clear Lake and the high strength waste that breweries produce. Moler stated that he has done research and discovered that in lieu of sewer fees based upon sewage strength lab test results, fees are being based upon the number of barrels of beer produced. Moler stated that the Metropolitan Council (MC) wastewater authority service the greater Minneapolis/St Paul area has established a fee of \$0.737 per barrel of beer produced. Moler said that he calculated the residential sewer fee from an average of six communities served by the MC and divided the District's sewer fees for the same volume into the MC average. Moler said that this fraction was multiplied by the MC brewery rate. The reduced rate of \$0.649 per barrel is relative to the residential rate and should be considered a fair and equitable rate. The board agreed this rate is fair and directed Moler to prepare and publish a Public Hearing notice and the Amendment Ordinance No. 7 to include a Production Based Strength sewer fee for breweries and a rate of \$0.649 per barrel. The board also directed Moler to send a letter to Lake Time Brewery owner to inform him of the Hearing and Ordinance amendment.

Item 8. Resolution 18-09, a Resolution adding an Employee Relations Liaison section to the Board Policy Manual. Moler stated that he worked with Hugi to prepare the list of responsibilities this position would oversee. The board discussed if this Resolution would relieve the administrator from the chain of reporting incidences as outlined in the Open Door Policy. There were mixed opinions whether that should be an objective. Motion by Wolfram, second by Nelson. Nicklaus called the roll. Ayes: Nelson, Hugi, Wolfram. Nays: Meyer and Nicklaus. Nicklaus declared Resolution 18-09 passed.

- Employee Relations Liaison Appointment. Motion by Wolfram, second by Nelson to appoint Hugi as the Employee Relations Liaison. Motion carried, all present voting 'aye'.

Item # 9. UV Disinfection Project. Change Order No. 2, \$(6,757.00). Moler stated that the change order is a credit for re-routing the UV building power wires through existing conduit. Motion by Nelson, second by Hugi to approve Change Order No. 2. Motion carried, all those present voting aye. Pay Request #3, \$90,205.04. Motion by Nelson, second by Hugi to approve Pay Request #3. Motion carried all Trustees present voting 'aye'.

Item # 10. Account 011673-000 adjustment. Moler informed the board that this house had a pipe break and the water ran out the door and through the floor into the crawl space. The extra metered water did not flow into the sanitary sewer. Moler stated that the total metered volume

for the month was 42,000 gallons and the average usage is 4,900 gallons. The recommended credit is 37,100 gallons or \$81.99. Motion by Hugi, second by Wolfram to approve a credit of \$81.99. Motion carried, all trustees present voting 'aye'.

Item #14. Unfinished Business. No report.

Item #15. Superintendent's Report. Moler reported that we have received response from 5 persons for the Superintendent position and only one of the applicants downloaded, complete and submitted the application from our web site. The other four submitted a resume only. Moler said in his opinion there is only one person that comes close to having the credentials we are looking for. Moler indicated the board could open the job up to Grade III operators and stipulate a time period of 6 or 12 months to obtain their Grade IV license. This would generate more applicants. The board decided to extend the application deadline to Friday July 13 and directed Moler to place the advertisement on the Minnesota wastewater association site.

Moler stated he sent a request to the county supervisor asking the status of our request to reduce the trustee term limit from 6 years to 4 year. Moler said the he received response that the county attorney is preparing documents for the board to act upon. Moler said he will add this to the agenda when he receives the information.

Moler told that as part of his annual interview he is supposed to register for management training courses and provide this list of courses to the board in June. Moler said he attended an education summit in Des Moines provided by ICAP with course titles that included: Crisis Management, The Media and Your Public Entity, The Wedge: Improving Workplace Relationships, and Civility and Discrimination in the Workplace. On August 6th he said he will attend an education training seminar titled, 'Leadership, Team-Building and Coaching Skills for Managers and Supervisors'.

Moler stated he received 2 quotes for three SBR 18" butterfly decant valves and the total cost is over his spending authority of \$5,000 and he needs to order them ASAP. Moler said that one of the valves is leaking because the seat is worn and it is time to replace them after 21 years. The board agreed this is an emergency situation and advised Moler to proceed with purchasing the valves. Moler said we replaced one of the four valves a few years ago so only three are being purchased at this time.

Item #16. Trustees Report. Wolfram reported he wanted to go into closed session to discuss Moler's performance.

Motion by Wolfram, second by Nelson to close the open meeting and go into closed session at 6:42 pm. Motion carried, all trustees present voting 'aye'.

Motion by Meyer, second by Wolfram to close the close session at 7:06 pm and go into open session. Motion carried all trustees present voting 'aye'.

There being no further business to discuss, motion by Hugi, second by Meyer to adjourn. Motion carried, all Trustees present voting 'aye'. Meeting adjourned at 7:07 p.m.

ATTEST:

Bobby Wolfram, Jr., Clerk

Clear Lake Sanitary District
Standard Monthly Invoices already paid as of June 19, 2018

Check #	Date	Vendor Name	Amount	Description
EFT	05/23/18	NET PAYROLL	20,053.24	05/23/18 NET PAYROLL
EFT	05/23/18	FEDERAL W/H	10,303.03	05/23/18 FEDERAL WITHHOLDING
EFT	05/23/18	DHS W/H	230.77	05/23/18 DHS WITHHOLDING
EFT	05/23/18	EMPLOYEE HSA CONTRIBUTIONS	155.00	05/23/18 EMPLOYEE HSA CONTRIBUTIONS
EFT	05/23/18	IPERS W/H	8,264.86	05/23/18 IPERS WITHHOLDING
EFT	05/23/18	IA DEPT. REV.	2,860.00	05/23/18 STATE W/H
EFT	06/06/18	NET PAYROLL	14,315.26	06/06/18 NET PAYROLL
EFT	06/06/18	FEDERAL W/H	5,372.09	06/06/18 FEDERAL WITHHOLDING
EFT	06/06/18	DHS W/H	230.77	06/06/18 DHS WITHHOLDING
EFT	06/06/18	EMPLOYEE HSA CONTRIBUTIONS	155.00	06/06/18 EMPLOYEE HSA CONTRIBUTIONS
EFT	06/07/18	POSTMASTER	11,087.12	JUNE BILL MAILING
23593	05/24/18	IOWA ONE CALL	45.90	ONE CALL CHARGES
23594	05/24/18	ALLIANT ENERGY	4,643.58	ELECTRIC/GAS
23595	05/24/18	HEARTLAND PAPER CO.	166.48	PLANT SUPPLIES
23596	05/24/18	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
23597	05/24/18	ZIMMER & FRANCESCON, INC.	6,040.00	THICKENER PUMP
23598	05/24/18	MUNICIPAL SUPPLY, INC.	35.00	METER TOUCHPADS
23599	05/24/18	TUSHA, TED	58.42	ON-CALL MILEAGE
23600	05/24/18	SPILMAN, DENNIS	29.21	ON-CALL MILEAGE
23601	05/24/18	WELLMARK BCBS	11,517.86	HEALTH INSURANCE PREMIUMS
23602	05/24/18	PUEGGEL, GRANT	21.80	ON-CALL MILEAGE
23603	05/24/18	PRINCIPAL FINANCIAL	947.46	DENTAL INSURANCE PREMIUMS
23604	05/24/18	PEKIN LIFE INSURANCE	979.34	LIFE INSURANCE PREMIUMS
23605	05/24/18	CARDMEMBER SERVICES	28.98	KRAMER - SHOP SUPPLIES
23605	05/24/18	CARDMEMBER SERVICES	1.79	KRAMER - SHOP SUPPLIES
23605	05/24/18	CARDMEMBER SERVICES	64.99	THERMOWORKS - THERMOMETER CALIBRATIONS
23605	05/24/18	CARDMEMBER SERVICES	82.28	KRAMER - SHOP SUPPLIES
23605	05/24/18	CARDMEMBER SERVICES	303.03	CLARION LUBRICANTS - OIL FOR SUBMERSIBLE PUMPS
23605	05/24/18	CARDMEMBER SERVICES	105.57	ZIEGLER - PORTABLE GENERATOR HEATING ELEMENT
23605	05/24/18	CARDMEMBER SERVICES	322.14	CL TEL - PHONE/INTERNET SERVICE
23605	05/24/18	CARDMEMBER SERVICES	21.98	AMAZON - OFFICE SUPPLIES
23605	05/24/18	CARDMEMBER SERVICES	7.99	KRAMER - FUNNEL
23605	05/24/18	CARDMEMBER SERVICES	591.63	USA BLUEBOOK - BALL VALVES 5/8 EQ
23605	05/24/18	CARDMEMBER SERVICES	169.93	VERIZON - PLANT CELL/CPU SERVICE
23605	05/24/18	CARDMEMBER SERVICES	61.00	AIR FILTERS INC - SHIPPING ON FILTERS
23605	05/24/18	CARDMEMBER SERVICES	64.11	AMAZON - OFFICE SUPPLIES
23605	05/24/18	CARDMEMBER SERVICES	63.96	KRAMER - LOCATOR BATTERIES
23605	05/24/18	CARDMEMBER SERVICES	4.98	KRAMER - CLAMP FOR WATER TRUCK
23605	05/24/18	CARDMEMBER SERVICES	44.32	KRAMER - LOCATING PAINT
23605	05/24/18	CARDMEMBER SERVICES	801.89	NORTH CENTRAL LABS - LAB SUPPLIES
23605	05/24/18	CARDMEMBER SERVICES	25.99	KRAMER - LS #8 PARTS
23605	05/24/18	CARDMEMBER SERVICES	1,433.84	FERGUSON - BLDG 30 ACTUATORS/SWITCH KITS
23605	05/24/18	CARDMEMBER SERVICES	220.00	IAWEA - ANNUAL CONFERENCE REG. - MOLER
23605	05/24/18	CARDMEMBER SERVICES	63.78	PVC PIPE SUPPLIES - WATER TRUCK PARTS
23605	05/24/18	CARDMEMBER SERVICES	19.54	AMAZON - OFFICE SUPPLIES
23605	05/24/18	CARDMEMBER SERVICES	1,285.71	HACH - LAB SUPPLIES
23605	05/24/18	CARDMEMBER SERVICES	94.47	JM ELLSWORTH CO - WATER TRUCK VALVES
23605	05/24/18	CARDMEMBER SERVICES	8.58	KRAMER - 5/8 EQ PARTS
23605	05/24/18	CARDMEMBER SERVICES	28.73	STARBOARD MARKET - MEETING MEALS
23605	05/24/18	CARDMEMBER SERVICES	11.99	KRAMER - 5/8 EQ PARTS
23605	05/24/18	CARDMEMBER SERVICES	440.00	HACH - LAB SUPPLIES
23605	05/24/18	CARDMEMBER SERVICES	21.99	KRAMER - POWER STRIP

23605	05/24/18	CARDMEMBER SERVICES	220.00	IAWEA - ANNUAL CONFERENCE REG. - FULLERTON
23606	05/24/18	SEH, INC.	4,503.87	SBR TANK REHAB PROJ. ENGINEERING
23607	05/24/18	HDR ENGINEERING	4,166.83	NUTRIENT REDUCTION STUDY
23608	05/24/18	TERRACON CONSULTANTS, INC.	2,390.00	UV DISINFECTION PROJECT - GEOPIER INSPECTION
23609	06/08/18	ALLIANT ENERGY	3,757.68	ELECTRIC/GAS
23610	06/08/18	NAPA AUTO PARTS	125.37	OIL/CLEANER/PARTS
23611	06/08/18	POSTMASTER	90.00	PO BOX ANNUAL FEE
23612	06/08/18	MARCO, INC.	43.55	COPIER MAINT FEE
23613	06/08/18	TESTAMERICA	2,700.00	LAB TESTING
23614	06/08/18	ABSOLUTE WASTE	102.26	WASTE DISPOSAL SERVICE
23615	06/08/18	FIVE STAR CO-OP	171.98	WEED SPRAY
23616	06/08/18	AVESIS	188.99	VISION INSURANCE PREMIUMS
23617	06/08/18	PUEGGEL, GRANT	54.50	ON-CALL MILEAGE
23618	06/08/18	MOORE, ANGIE	300.00	MAY CLEANING SERVICES
23619	06/08/18	NORTH IOWA SEPTIC	2,500.00	EQ HYDRANT/TILE INTAKE MAINT.
23620	06/08/18	CULVER-HAHN ELECTRIC	748.29	WIRE FOR SHOP
23621	06/08/18	HANCOCK COUNTY COOP	304.50	GAS
			<u>126,368.92</u>	

**Clear Lake Sanitary District
Unpaid Invoices as of June 19, 2018**

Check #	Date	Vendor Name	Amount	Description
PENDING	6/19/18	ACCELA	13,436.95	CREDIT CARD FEES/LICENSE FEE 7/18 - 6/19
PENDING	6/19/18	AHLERS & COONEY, P.C.	4,790.88	LEGAL SERVICES THRU MAY 2018
PENDING	6/19/18	ALLIANT ENERGY	11,433.27	GAS/ELECTRIC BILLS
PENDING	6/19/18	IMWCA	5,823.00	WORK COMP PREMIUM 7/18 - 6/19
PENDING	6/19/18	IOWA ONE CALL	77.60	IA ONE CALL LOCATE CHARGES
PENDING	6/19/18	MID-AMERICA PUBLISHING CORP	19.34	LEGAL PUBLICATION
PENDING	6/19/18	MIDWEST PIPE SUPPLY	444.00	HYDRANT PARTS
PENDING	6/19/18	YOHAN CO, INC.	566.00	3" CLEAN FOR CULVERT MAINT.
PENDING	6/19/18	TAGGE, TIM	68.30	REFUND
			<u>36,659.34</u>	