

MINUTES OF BOARD OF TRUSTEES: October 16, 2018
CLEAR LAKE SANITARY DISTRICT, CERRO GORDO COUNTY, IOWA

The regular board meeting was called to order by Treasurer Lothar Meyer at 5:31 p.m. Meyer indicated to those present that the meeting was being tape recorded for meeting minute generation purposes only.

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

Absent: Steve Nicklaus (President)

Also present: Kevin Moler, Administrator

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

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

Item #3. Approve September 2018 Invoices. Motion by Nelson to approve the September 2018 Invoices. Motion was seconded by Hugi. Motion carried, all Trustees present voting 'aye'.

Item #4. Approve September 18th and October 2nd, 2018 board meeting minutes. Motion by Wolfram, second by Hugi to approve the September 18th and October 2nd, 2018 board meeting minutes. Motion carried, all Trustees present voting 'aye'.

Item #5. SBR Tank Wall Project. After a lengthy about whether to hire a structural engineering firm or a full service engineering firm with a structural department, the board directed Moler to send out a Request for Proposals (RFP) and schedule interviews for December 14th with those engineering firms that respond.

Item #6. UV Disinfection Project. Pay Request #7, \$68,570.37. Motion by Nelson, second by Hugi to approve Pay Request #7. Motion carried all Trustees present voting 'aye'.

Item #7. Account adjustment, 009942-001. The board advised Moler that if there is a structure that is not being used and the owner does not want to be billed the base rate charge the Ordinance requires the sewer service pipe to be disconnected from the sanitary sewer and capped.

Item #8. Account adjustment, 014522-001. Motion by Nelson, second by Hugi to approve a credit of 14,600 gallons or \$33.29 for water that did not discharge into the sanitary sewer. Motion carried, all trustees present voting 'aye'.

Item #9. Lift Station 5B Pump Revision Project. Motion by Hugi, second by Nelson to approve the quote submitted by Total Mechanical Services, \$91,000.00. Motion carried all Trustees present voting 'aye'.

Item #10. Lift Station 8B Pump Revision Project. Motion by Nelson, second by Wolfram to approve the quote submitted by Total Mechanical Services, \$91,000.00. Motion carried all Trustees present voting 'aye'.

Item #11. Employee compensation adjustment. Motion by Wolfram, second by Nelson to approve a 2.5% employee wage increase beginning November 1, 2018 for non-exempt employees and the office manager. Motion carried all Trustees present voting ‘aye’.

Item #12. Unfinished Business. Moler reported that the contractor has completed all items we requested before severing the SBR coating project with the exception that he still has to provide us with the warranty. Moler also updated the board on the UV project status and schedule.

Item #13. Superintendent’s Report. Moler updated the board on our performance during the last storm event and indicated we discovered vandalism which obstructed flow through our system but nothing to the degree of causing damage. Moler indicated to the board that we will be budgeting to installed lockable manhole covers. Moler also updated the board on the maintenance projects that staff has been working on.

Item #14. Trustees Report. No report.

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 6:37 p.m.

ATTEST:

Bobby Wolfram, Jr., Clerk

Clear Lake Sanitary District
Standard Monthly Invoices already paid as of October 16, 2018

Check #	Date	Vendor Name	Amount	Description
EFT	09/25/18	NET PAYROLL	13,418.78	09/25/18 NET PAYROLL
EFT	09/25/18	FEDERAL W/H	5,182.28	09/25/18 FEDERAL WITHHOLDING
EFT	09/25/18	DHS W/H	230.77	09/25/18 DHS WITHHOLDING
EFT	09/25/18	EMPLOYEE HSA CONTRIBUTIONS	25.00	09/25/18 EMPLOYEE HSA CONTRIBUTIONS
EFT	09/25/18	IPERS W/H	6,401.72	09/25/18 IPERS WITHHOLDING
EFT	09/25/18	IA DEPT. REV.	2,061.00	09/25/18 STATE W/H
EFT	10/04/18	POSTMASTER	1,350.36	OCT BILL MAILING
EFT	10/10/18	NET PAYROLL	17,301.83	10/10/18 NET PAYROLL
EFT	10/10/18	FEDERAL W/H	5,951.81	10/10/18 FEDERAL WITHHOLDING
EFT	10/10/18	DHS W/H	230.77	10/10/18 DHS WITHHOLDING
EFT	10/10/18	EMPLOYEE HSA CONTRIBUTIONS	25.00	10/10/18 EMPLOYEE HSA CONTRIBUTIONS
EFT	10/10/18	IA WORKFORCE DEVELOPMENT	29.89	3RD QTR 2018 UNEMPLOYMENT
EFT	10/10/18	IA DEPT. REV.	3,557.00	3RD QTR 2018 SALES TAX
23803	09/18/18	CITY OF NORTHWOOD	1,453.10	OCT INSURANCE PREMIUMS
23804	09/27/18	AQUA-AEROBIC SYSTEMS	1,099.06	SBR MIXER MOORING SPRINGS
23805	09/27/18	IOWA ONE CALL	101.70	LOCATE CHARGES
23806	09/27/18	ALLIANT ENERGY	14,451.87	ELECTRIC/GAS
23807	09/27/18	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
23808	09/27/18	PETTY CASH	115.73	POSTAGE/SUPPLIES REIMBURSEMENT
23809	09/27/18	BACON, STEVE	98.85	UNIFORM/MILEAGE REIMBURSEMENT
23810	09/27/18	WELLMARK BCBS	9,250.70	HEALTH INSURANCE PREMIUMS
23811	09/27/18	FEDERAL EXPRESS	76.60	SHIPPING CHARGES
23812	09/27/18	AVESIS	188.99	VISION INSURNACE PREMIUMS
23813	09/27/18	WIN-911 SOFTWARE	495.00	ANNUAL MAINT/SUPPORT FEE

23814	09/27/18	OFFICE ELEMENTS	114.18	PAPER
23815	09/27/18	PRINCIPAL FINANCIAL	837.75	DENTAL INSURANCE PREMIUMS
23816	09/27/18	PEKIN LIFE INSURANCE	470.08	LIFE INSURANCE PREMIUMS
23817	09/27/18	CARDMEMBER SERVICES	119.05	US JETTING - TIGER TAIL ASSEMBLY
23817	09/27/18	CARDMEMBER SERVICES	324.00	RAWHIDE FIRE HOSE - SHOP FIRE HOSE
23817	09/27/18	CARDMEMBER SERVICES	35.82	AMAZON - FOGGERS
23817	09/27/18	CARDMEMBER SERVICES	275.75	HACH - LAB SUPPLIES
23817	09/27/18	CARDMEMBER SERVICES	321.78	CLTEL - PHONE/INTERNET SERVICE
23817	09/27/18	CARDMEMBER SERVICES	150.91	VERIZON - PLANT/CPU CELL SERVICE
23817	09/27/18	CARDMEMBER SERVICES	148.76	DWYER - FLOW METERS
23817	09/27/18	CARDMEMBER SERVICES	185.90	USA BLUE BOOK - INSULATED RUBBER GLOVES
23817	09/27/18	CARDMEMBER SERVICES	1,299.35	IDEXX - LAB SUPPLIES
23817	09/27/18	CARDMEMBER SERVICES	34.55	CUMMINS - PLANT GENERATOR CAPACITOR ASSY
23817	09/27/18	CARDMEMBER SERVICES	236.67	AMAZON - PLANT/OFFICE SUPPLIES
23817	09/27/18	CARDMEMBER SERVICES	11.99	KRAMER - HITCH BALL
23817	09/27/18	CARDMEMBER SERVICES	47.28	KAMAN - TRACTOR SLUDGE PUMP PARTS
23817	09/27/18	CARDMEMBER SERVICES	2.26	KRAMER - TORO MOWER PARTS
23817	09/27/18	CARDMEMBER SERVICES	234.74	AMAZON - OFFICE SUPPLIES
23817	09/27/18	CARDMEMBER SERVICES	167.98	BEST WESTERN - CONFERENCE LODGING
23817	09/27/18	CARDMEMBER SERVICES	167.98	BEST WESTERN - CONFERENCE LODGING
23817	09/27/18	CARDMEMBER SERVICES	167.98	BEST WESTERN - CONFERENCE LODGING
23817	09/27/18	CARDMEMBER SERVICES	0.25	TESAHUB - PLANT GENERATOR PARTS
23818	09/27/18	MOORE, ANGIE	300.00	SEPT CLEANING SERVICES
23819	09/27/18	CONSOLIDATED ENERGY	327.92	BLOWER OIL
23820	09/27/18	SIOUX VALLEY ENVIRONMENTAL	2,092.50	ACRYLIC POLYMER
23821	09/27/18	SEH ENGINEERING	3,667.34	SBR TANK REHAB PROJ. ENGINEERING
23822	10/11/18	ALLIANT ENERGY	15,596.77	ELECTRIC/GAS
23823	10/11/18	PMMIC	788.00	LS #8 UST INSURANCE PREMIUMS
23824	10/11/18	MARCO, INC.	29.37	COPIER MAINT. FEE
23825	10/11/18	TESTAMERICA	1,935.50	LAB TESTING
23826	10/11/18	SPILMAN, DENNIS	930.38	2018 HSA CONTRIBUTION/REIMBURSEMENT
23827	10/11/18	ABSOLUTE WASTE	106.35	WASTE DISPOSAL SERVICE
23828	10/11/18	NICKLAUS, STEVE	13.08	3RD QTR 2018 MILEAGE
23829	10/11/18	MEYER, LOTHAR	9.59	3RD QTR 2018 MILEAGE
23830	10/11/18	WOLFRAM JR, ROBERT	20.49	3RD QTR 2018 MILEAGE
23831	10/11/18	HANCOCK COUNTY CO-OP	265.33	GAS
23832	10/11/18	HUGI, GARY	25.07	3RD QTR 2018 MILEAGE
23833	10/11/18	NELSON, TONY	2.62	3RD QTR 2018 MILEAGE
23834	10/11/18	HANSON, MITCHELL	242.40	FUEL REIMBURSEMENT/FY 2019 CELL PHONE STIPEND
			<u>114,899.25</u>	

**Clear Lake Sanitary District
Unpaid Invoices as of October 16, 2018**

Check #	Date	Vendor Name	Amount	Description
PENDING	10/16/18	ACCELA	482.60	CREDIT CARD/WEB PYMT SYSTEM FEES
PENDING	10/16/18	ALLIANT ENERGY	555.01	GAS/ELECTRIC BILLS
PENDING	10/16/18	AMERICAN SOLUTIONS FOR BUSINESS	678.65	CLSD ENVELOPES
PENDING	10/16/18	CULVER-HAHN ELECTRIC	587.37	SBR MIXER CORD/LS#5 FUSES
PENDING	10/16/18	FEDERAL FIRE EQUIPMENT CO.	445.00	EXTINGUISHER INSPECTION/MAINT.
PENDING	10/16/18	FOX ENGINEERING	7,594.10	UV DISINFECTION PROJECT ENGINEERING
PENDING	10/16/18	GRP & ASSOCIATES	33.00	LAB WASTE DISPOSAL
PENDING	10/16/18	HEALTHWORKS	568.00	EMPLOYEE MEDICAL SCREENING
PENDING	10/16/18	KNORR ELECTRIC	65.00	LS #1 BACKUP PUMP - BAKE MOTOR

PENDING	10/16/18	LAKE AUTO PARTS	15.32	SHOP TOOLS
PENDING	10/16/18	MECAHNICAL AIR SYSTEMS	420.50	ADMIN BLDG AIR HANDLER REPAIR
PENDING	10/16/18	MID-AMERICA PUBLISHING CORP	51.29	MINUTE PUBLICATIONS
PENDING	10/16/18	MUNICIPAL SUPPLY INC	100.50	METER CHAMBERS
PENDING	10/16/18	PEKIN	470.08	LIFE INSURANCE PREMIUMS
PENDING	10/16/18	QUALITY FLOW SYSTEMS, INC.	952.74	LS#1 MECH SEAL/BEARING KIT
PENDING	10/16/18	STANDARD BEARINGS	150.49	LS#5 PUMP #3 BALL BEARING
PENDING	10/16/18	TEAM SERVICES, INC.	851.10	CONCRETE TESTING - UV DISINFECT. PROJ.
PENDING	10/16/18	THE TIRE EXPERTS	55.00	JET TRUCK TIRE REPAIR
PENDING	10/16/18	UNITED RENTALS, INC.	440.00	PIPE BENDER RENTAL
PENDING	10/16/18	MICKELSON, TIMOTHY	7.52	REFUND
PENDING	10/16/18	PAREJA, SONYA	34.72	REFUND
			<u>14,557.99</u>	