

MINUTES OF BOARD OF TRUSTEES: January 15, 2019
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: Gary Hugi (President)
Lothar Meyer (Treasurer)
Bobby Wolfram, Jr. (Clerk)
Terry Unsworth

Absent: Mark Bale (Vice President)

Also present: Kevin Moler, Administrator
Lee Taylor

Item #1. Swearing in of New Trustees. Meyer administered the oath of office to Terry Unsworth.

Item #2. Elect Board Officers. Motion by Unsworth, second by Wolfram to approve the slate of officers as follows: Hugi-President, Bale-Vice President, Wolfram-Clerk, Meyer-Treasurer. Motion passed, all trustees present voting 'aye'.

Item #3. Opportunity for public to speak. No public to speak on items not on the agenda.

Item #4. Approve December 2018 Financial Statement. Motion by Wolfram, second by Unsworth to approve the December 2018 Financial Statement. Motion carried, all Trustees present voting 'aye'.

Item #5. Approve December 2018 Invoices. Motion by Meyer, second by Unsworth to approve the December 2018 Invoices. Motion carried, all Trustees present voting 'aye'.

Item #6. Approve December 18th, 2018 board meeting minutes. Motion by Wolfram, second by Meyer to approve the December 18th, 2018 board meeting minutes. Motion carried, all Trustees present voting 'aye'.

Item #7. Account Adjustment, 007963-000. Moler informed the board that Taylor is contesting the number of base rate charges applied to his Oak Haven mobile home park. Moler stated that he received a 1970 engineering drawing of the park from the City's Public Works Department showing 56 mobile home spaces and is the basis for the number of sewer base rates charged as per the Ordinance. Taylor contested that the 12 spaces adjacent to 7th Ave shown on the drawing do not exist. An aerial photo of this area clearly shows the space is green space with larger trees and supports Taylor's claim. Taylor also stated that there are two double wide trailers, each parked atop of two spaces with no way to excavate in order to disconnect the unused service at the sewer main. Taylor stated that he will disconnect and cap those sewer services not being used and will contact the sanitary district for inspection. Taylor stated that some of the unused services are located between structures which makes excavating impossible. Motion by Hugi, second by Unsworth to reduce the number of billed base rates from 56 to 42 beginning January 1, 2019. The board informed Taylor they would review his account in one year for progress of capping services.

Taylor also informed the board that he has excavated and repaired water leaks and would like to have credit for water/sewer billed that did not go down the sewer. Moler asked Taylor when the leaks were fixed because the meter/consumption records do not indicate any reduction in water use. Taylor stated that the repairs were made a couple of weeks ago. The board stated that we will need more data to determine the volume of leaks repaired.

Item #8. FY 2018 Audit Presentation. Kristi Brant presented the findings of the audit. The highlights of the audit include a 16.4% or \$454,181 reduction in operating revenue compared to the previous year, a 1.6% or \$37,038 decrease in operating expenses, and a net position increase of \$3,249. Motion by Meyer, second by Wolfram to accept the FY 2018 audit. Motion carried, all trustees present voting 'aye'.

Item #9. UV Disinfection Project. Change Order #4, \$1,500. Moler explained that the sewer line serving the UV building was not designed with adequate cover to protect from freezing. Moler stated that the cost to amend the design increased the installed construction cost by \$6,500. The additional cost the engineer estimates that the District would have experienced if the original design included protection from freezing is \$1,500. Moler stated that the engineer is covering the additional \$4,000 owed to the contractor. Motion by Meyer, second by Unsworth to approve Change Order #4. Motion carried 3 to 1: Ayes = Meyer, Unsworth, and Wolfram – Nay = Hugi.

Pay Request #10, \$53,385.97. Moler gave an update on construction progress. The project is progressing without problems and startup is expected in March with restoration to follow in the spring. Motion by Wolfram, second by Meyer to approve Pay Request #10 in the amount of \$53,385.97. Motion carried all Trustees present voting 'aye'.

Item #10. Set FY 2020 Budget Public Hearing Date. Motion by Meyer, second by Unsworth to set the Public Hearing date for February 19, 2019 at 5:30 pm. Motion carried, all trustees present voting 'aye'.

Item #11. Unfinished Business. No report given.

Item #12. Superintendent's Report. Moler updated the board on the SBR Tank Inner Wall project. Moler stated that compressive strength test results of the core samples of the concrete wall above and below the deteriorated joint reveal that the concrete is structurally sound. The engineer is considering a partial wall extending above and below this joint in lieu of top to bottom.

Moler informed the board that the contractor has arrived to begin the LS 5B and 8B Pump Replacement projects.

Moler reminded the board about the Nutrient Reduction Report prepared by HDR and the compliance schedule issued by the DNR. Moler said that the pilot test of Inteli-Pro equipment which is intended to enhance biological nutrient removal is having success. Moler stated that it has been nearly a year since we began the pilot study and we have enough data to show this investment alone may prove we do not need to construct any of the baseline projects specified in the report. Moler said he has requested a quote from HDR to prepare a specification and bid documents since the cost for this controls equipment is in excess of \$100,000. Moler told the board that we need to purchase and install the Inteli-Pro system immediately so we can obtain full scale results. Moler stated that it will takes months before we know that the Inteli-Pro system will provide the reduction needed without constructing other baseline projects to help support the nutrient reduction requirements. Moler estimated a project cost of \$200,000 including engineering.

We have learned that the City of Clear Lake intends to add about 900 feet to the N. 32nd St expansion project. Moler stated that we have annexed property associated with the first 900 feet extension and there are three other parcels that will benefit from the additional 900 feet extension of water and sewer.

The City of Clear Lake is also proceeding with a Sanitary Sewer Trunkline Improvement project that will replace an existing sanitary sewer line with a larger 18-inch diameter sewer line with the purpose of conveying a larger volume over a shorter period of time to prevent sewage backups and bypasses during storm events. Moler stated the pipe route extends between Main Ave and 4th Ave S and serves most of the area between N. 8th St and N. 20th. Moler told the board that the LS 5B and 8B projects will help provide capacity for these higher flow rates.

Moler reminded the board, again, that we will need to withdraw a CD early to cover capital project expenditures. The board suggested Moler investigate the cost of a bridge/construction loan for the couple of months until the CD terms in June and compare penalty rates with loan interest fees.

Item #13. Trustees Report. Hugi reported a few items: he will be conducting employee interviews again, wants discrimination training scheduled (not with City), and wants to review the Employee Handbook for updates.

There being no further business to discuss, motion by Meyer, second by Wolfram to adjourn. Motion carried, all Trustees present voting 'aye'. Meeting adjourned at 7:37 p.m.

ATTEST:

Bobby Wolfram, Jr., Clerk

Clear Lake Sanitary District
Standard Monthly Invoices already paid as of January 15, 2019

Check #	Date	Vendor Name	Amount	Description
EFT	12/19/18	NET PAYROLL	15,877.02	12/19/18 NET PAYROLL
EFT	12/19/18	FEDERAL W/H	6,044.74	12/19/18 FEDERAL WITHHOLDING
EFT	12/19/18	DHS W/H	230.77	12/19/18 DHS WITHHOLDING
EFT	12/19/18	EMPLOYEE HSA CONTRIBUTIONS	25.00	12/19/18 EMPLOYEE HSA CONTRIBUTIONS
EFT	12/19/18	IPERS W/H	7,324.79	12/19/18 IPERS WITHHOLDING
EFT	12/19/18	IA DEPT. REV.	2,393.00	12/19/18 STATE W/H
EFT	01/02/19	NET PAYROLL	16,939.60	01/02/19 NET PAYROLL
EFT	01/02/19	NET PAYROLL	1,939.35	01/02/19 NET BOARD PAYROLL
EFT	01/02/19	FEDERAL W/H	6,509.45	01/02/19 FEDERAL WITHHOLDING
EFT	01/02/19	DHS W/H	230.77	01/02/19 DHS WITHHOLDING
EFT	01/02/19	EMPLOYEE HSA CONTRIBUTIONS	25.00	01/02/19 EMPLOYEE HSA CONTRIBUTIONS
EFT	01/03/19	POSTMASTER	1,346.17	JAN BILL MAILING
EFT	01/09/19	IA WORKFORCE DEVELOPMENT	16.37	4TH QTR 2018 UNEMPLOYMENT
EFT	01/09/19	IA DEPT. REV.	2,325.00	4TH QTR 2018 SALES TAX
23968	12/28/18	ALLIANT ENERGY	619.97	ELECTRIC/GAS
23969	12/28/18	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
23970	12/28/18	PETTY CASH	105.90	POSTAGE REIMBURSEMENT
23971	12/28/18	SPILMAN, DENNIS	643.74	2018 HSA/DEDUCTIBLE REIMBURSEMENT
23972	12/28/18	WELLMARK BCBS	13,752.06	HEALTH INSURANCE PREMIUMS
23973	12/28/18	J&J MACHINE	170.40	DUMP TRUCK BRACKET PARTS
23974	12/28/18	PRINCIPAL FINANCIAL	841.62	DENTAL INSURANCE PREMIUMS
23975	12/28/18	PEKIN LIFE INSURANCE	470.08	LIFE INSURANCE PREMIUMS
23976	12/28/18	INTERSTATE ALL BATTERY	401.00	BACKUP BATTERIES
23977	12/28/18	CARDMEMBER SERVICES	(20.99)	LANDS END RETURNED ITEM
23977	12/28/18	CARDMEMBER SERVICES	(675.00)	CREDIT CARD POINT REDEMPTION CREDIT
23977	12/28/18	CARDMEMBER SERVICES	71.94	KRAMER - LS GENERATOR FUEL TREATMENT
23977	12/28/18	CARDMEMBER SERVICES	35.97	KRAMER - CAMERA TRUCK/LS #8 PARTS
23977	12/28/18	CARDMEMBER SERVICES	13.93	KRAMER - CAMERA TRUCK PARTS
23977	12/28/18	CARDMEMBER SERVICES	8.99	KRAMER - FRONT DOOR PARTS
23977	12/28/18	CARDMEMBER SERVICES	323.27	CLTEL - PHONE/INTERNET SERVICE
23977	12/28/18	CARDMEMBER SERVICES	27.98	KRAMER - SHOP SUPPLIES
23977	12/28/18	CARDMEMBER SERVICES	80.33	LANDS' END - UNIFORMS
23977	12/28/18	CARDMEMBER SERVICES	42.18	AMAZON - CAMERA TRUCK PC EQUIPMENT
23977	12/28/18	CARDMEMBER SERVICES	37.91	KRAMER - PLANT SUPPLIES
23977	12/28/18	CARDMEMBER SERVICES	64.41	CROWN AWARDS - PLAQUES

23977	12/28/18	CARDMEMBER SERVICES	150.97	VERIZON - PLANT CELL/CPU SERVICE
23977	12/28/18	CARDMEMBER SERVICES	80.28	AMAZON - LAB BINDERS
23977	12/28/18	CARDMEMBER SERVICES	493.13	AMAZON - SUBMERSIBLE SEWAGE PUMP
23977	12/28/18	CARDMEMBER SERVICES	7.92	KRAMER - SHOP SUPPLIES
23977	12/28/18	CARDMEMBER SERVICES	40.97	KRAMER - SHOP SUPPLIES
23977	12/28/18	CARDMEMBER SERVICES	120.00	IAWEA - IAWEA MEMBERSHIPS
23977	12/28/18	CARDMEMBER SERVICES	49.13	KAMAN - COUPLER
23977	12/28/18	CARDMEMBER SERVICES	98.95	KRAMER - SHOP SUPPLIES
23977	12/28/18	CARDMEMBER SERVICES	9.48	KRAMER - SHOP SUPPLIES
23977	12/28/18	CARDMEMBER SERVICES	143.55	KRAMER - OUTFALL BLDG PUMP/PARTS
23977	12/28/18	CARDMEMBER SERVICES	1,203.35	HACH - LAB SUPPLIES
23977	12/28/18	CARDMEMBER SERVICES	38.97	KRAMER - SHOP SUPPLIES
23977	12/28/18	CARDMEMBER SERVICES	30.98	KRAMER - SHOP SUPPLIES
23977	12/28/18	CARDMEMBER SERVICES	34.35	KRAMER - BLDG 30 PARTS
23977	12/28/18	CARDMEMBER SERVICES	102.41	HARBOR FREIGHT - TOOLS
23977	12/28/18	CARDMEMBER SERVICES	15.99	KRAMER - BULBS
23977	12/28/18	CARDMEMBER SERVICES	104.03	AMAZON - SAFETY GEAR
23978	12/28/18	MOORE, ANGIE	300.00	CLEANING SERVICES
23979	12/28/18	ADVANTAGE ADMINISTRATORS	50.00	ANNUAL POP PLAN RENEWAL
23980	12/28/18	CONSOLIDATED ENERGY	2,210.15	DIGESTER/BLOWER OIL
23981	12/28/18	CULVER-HAHN ELECTRIC	231.73	THICKENER & 5/8 EQ PARTS
23982	01/02/19	TUSHA, TED	4,000.00	2019 HSA CONTRIBUTION
23983	01/02/19	CASE, MICHELLE	4,000.00	2019 HSA CONTRIBUTION
23984	01/02/19	SPILMAN, DENNIS	4,000.00	2019 HSA CONTRIBUTION
23985	01/02/19	MOLER, KEVIN	4,000.00	2019 HSA CONTRIBUTION
23986	01/02/19	FULLERTON, RON	4,000.00	2019 HSA CONTRIBUTION
23987	01/02/19	PUEGGEL, GRANT	2,000.00	2019 HSA CONTRIBUTION
23988	01/02/19	MOORE, TAYLOR	4,000.00	2019 HSA CONTRIBUTION
23989	01/02/19	HANSON, MITCHELL	4,000.00	2019 HSA CONTRIBUTION
23990	01/02/19	CLEAR LAKE FIRE DEPARTMENT	100.00	JOHN MILLER MEMORIAL CONTRIBUTION
23991	01/03/19	CASE, MICHELLE	263.94	2018 HSA/DEDUCTIBLE REIMBURSEMENT
23992	01/03/19	NICKLAUS, STEVE	7.85	4TH QTR 2018 MILEAGE
23993	01/03/19	PUEGGEL, GRANT	10.90	DEC ON-CALL MILEAGE
23994	01/03/19	MEYER, LOTHAR	11.99	4TH QTR 2018 MILEAGE
23995	01/03/19	WOLFRAM, JR., ROBERT	25.62	4TH QTR 2018 MILEAGE
23996	01/03/19	HUGI, GARY	25.07	4TH QTR 2018 MILEAGE
23997	01/03/19	NELSON, TONY	3.92	4TH QTR 2018 MILEAGE
23998	01/03/19	HANSON, MITCHELL	1,700.00	2018 HSA/DEDUCTIBLE REIMBURSEMENT
23999	01/11/19	ALLIANT ENERGY	7,809.08	ELECTRIC/GAS
24000	01/11/19	TESTAMERICA LABS	2,584.00	LAB TESTING
24001	01/11/19	ABSOLUTE WASTE REMOVAL	107.29	WASTE DISPOSAL SERVICE
24002	01/11/19	HANCOCK COUNTY COOP	376.41	GAS
			<u>126,878.85</u>	

**Clear Lake Sanitary District
Unpaid Invoices as of January 15, 2019**

Check #	Date	Vendor Name	Amount	Description
PENDING	1/11/19	ACCELA	505.40	CREDIT CARD/WEB PYMT SYSTEM FEES
PENDING	1/11/19	AHLERS & COONEY, P.C.	110.00	LEGAL SERVICES
PENDING	1/11/19	CONSOLIDATED ENERGY	469.70	OIL FOR SHOP OIL BARREL
PENDING	1/11/19	FOX ENGINEERING	5,506.25	UV DISINFECTION PROJECT ENGINEERING
PENDING	1/11/19	GOODNATURE WORK STOP	727.93	SAFETY CLOTHING
PENDING	1/11/19	GRP & ASSOCIATES	106.50	LAB WASTE DISPOSAL
PENDING	1/11/19	INTERSTATE ALL BATTERY CENTER	146.70	SKID LOADER BATTERY
PENDING	1/11/19	LANDFILL OF NORTH IOWA	33.00	WASTE/GRIT DISPOSAL
PENDING	1/11/19	MID-AMERICA PUBLISHING CORP	34.36	MINUTE PUBLICATIONS
PENDING	1/11/19	NAPA	349.24	PARTS/SUPPLIES

PENDING	1/11/19	POTTER & BRANT PLC	3,900.00	FY '18 AUDIT FEES
PENDING	1/11/19	R COMM WIRELESS	462.50	RADIO MAINTENANCE
PENDING	1/11/19	WORTH COUNTY EXTENSION	35.00	TURFGRASS TRAINING COURSE
PENDING	1/11/19	WAGLER, NICHOLAS	25.93	REFUND
			<u>12,412.51</u>	