

MINUTES OF BOARD OF TRUSTEES: November 15, 2016
CLEAR LAKE SANITARY DISTRICT, CERRO GORDO COUNTY, IOWA

The meeting was called to order by President John Miller at 1:30 p.m. Miller indicated to those present that the meeting was being tape recorded for meeting minute generation purposes only.

Trustees present: John Miller (President)
Tim Clark (Vice-President)
Lothar Meyer (Treasurer)
Bobby Wolfram, Jr. (Clerk)
Steve Nicklaus

Absent:

Also present: Kevin Moler, Administrator/Superintendent
Taylor Moore, Accountant
Tom Madden, Engineer, SEH

Item # 1. Approve proposed agenda. Motion by Nicklaus, second by Clark to approve the amended agenda, adding item 5a. SEH Engineering Contract for Rebid Services. 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 2016 Financial Statement. Motion by Clark, second by Wolfram to approve the October 2016 Financial Statement. Motion carried, all Trustees present voting 'aye'.

Item # 4. Approve October 2016 Invoices. Motion by Nicklaus, second by Clark to approve the October 2016 Invoices. Motion carried, all Trustees present voting 'aye'.

Item # 5. Approve October 20th, 2016 board meeting minutes. Motion by Clark, second by Nicklaus to approve the October 20th, 2016 board meeting minutes. Motion carried, all Trustees present voting 'aye'.

Item #5a. SEH Engineering Contract for Rebid Services on the SBR Tank Rehabilitation Project. Moler explained the few changes that were being made for the rebid and that the contract was not to exceed \$2,350. Motion by Clark, second by Nicklaus to approve SEH's Engineering Contract. Motion carried, all Trustees present voting 'aye'.

Item # 6. Administration/Lab Roof Replacement Project. Resolution 16-20, a Resolution approving Northern Cedar River Services Company's Contract and Bond. Motion by Nicklaus, second by Clark to approve Resolution 16-20. President Miller called roll with the following results: Nicklaus 'aye'; Meyer 'aye'; Clark 'aye'; Wolfram 'aye'; and Miller 'aye'. Motion carried.

Item # 7. SBR Tank Rehabilitation Project. Resolution 16-21, a Resolution ordering bids, issuing notice to bidders, setting date to receive bids, and ordering publication of Public Hearing Notice. Madden noted that 20 – 25% of the cost in the bids was due to winter construction. That has been removed for the upcoming bids to attempt to reduce costs. Public Hearing Notice will be published on December 7th, bids due to be received on December 15th and a Public Hearing on December 20th before the regularly scheduled board meeting. Motion by Nicklaus, second by Clark to approve Resolution 16-21. President Miller called roll with the following results: Nicklaus 'aye'; Meyer 'aye'; Clark 'aye'; Wolfram 'aye'; and Miller 'aye'. Motion carried.

Item # 8. Account Adjustment, 005197-015. Moler explained that this property had put down new sod and amassed around 35,000 gallons watering it this summer over a three month period. The credit policy for establishing a new lawn is two months credit for usage above the

average. The usage for the first two months of watering was 23,000 gallons, which would be a credit of \$49.91. Motion by Nicklaus, second by Wolfram to approve the two month watering credit of 23,000 gallons or \$49.91. Motion carried, all Trustees present voting ‘aye’.

Item # 9. Observed Holidays policy. Moler noted that the District has one fewer Holiday than the City of Clear Lake and three fewer than the County. Moler would like to add Veteran’s day to the Observed Holidays policy considering the fact that the banks, City of Clear Lake and Post Office all observe this holiday and that we have a retired veteran on our staff. Motion by Nicklaus, second by Wolfram to approve adding Veterans Day to the Observed Holidays policy. Motion carried, all Trustees present voting ‘aye’.

Item #10. Unfinished Business. No unfinished business.

Item #11. Superintendent’s Report. Moler reported that the sludge hauling to the fields has been completed.

Meyer exited at 2:50 p.m.

Item #12. Attorney’s Report. No report.

Item #13. Trustees Report. No report.

There being no further business to discuss, motion by Clark, second by Wolfram to adjourn. Motion carried, all Trustees present voting ‘aye’. Meeting adjourned at 2:51 p.m.

ATTEST:

Bobby Wolfram, Jr., Clerk

**Clear Lake Sanitary District
Standard Monthly Invoices already paid as of November 15, 2016**

Check #	Date	Vendor Name	Amount	Description
EFT	10/26/16	NET PAYROLL	13,452.20	10/26/16 NET PAYROLL
EFT	10/26/16	FEDERAL W/H	5,512.17	10/26/16 FEDERAL WITHHOLDING
EFT	10/26/16	DHS W/H	230.77	10/26/16 DHS WITHHOLDING
EFT	10/26/16	EMPLOYEE HSA CONTRIBUTIONS	230.00	10/26/16 EMPLOYEE HSA CONTRIBUTIONS
EFT	10/26/16	IPERS W/H	6,161.87	10/26/16 IPERS WITHHOLDING
EFT	10/26/16	IA DEPT. REV.	1,982.00	10/26/16 STATE W/H
EFT	11/07/16	POSTMASTER	1,349.87	NOVEMBER BILL MAILING
EFT	11/09/16	NET PAYROLL	14,609.21	10/12/16 NET PAYROLL
EFT	11/09/16	FEDERAL W/H	5,889.63	10/12/16 FEDERAL WITHHOLDING
EFT	11/09/16	DHS W/H	230.77	10/12/16 DHS WITHHOLDING
EFT	11/09/16	EMPLOYEE HSA CONTRIBUTIONS	230.00	10/12/16 EMPLOYEE HSA CONTRIBUTIONS
22648	10/21/16	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
22649	10/21/16	WELLMARK BCBS	11,488.14	HEALTH INS PREMIUMS
22650	10/21/16	PUEGEL, GRANT	69.98	UNIFORM REIMBURSEMENT
22651	10/21/16	PRINCIPAL FINANCIAL	903.18	DENTAL INSURANCE PREMIUMS
22652	10/21/16	PEKIN	509.26	LIFE INSURANCE PREMIUMS

22653	10/21/16	CONSOLIDATED ENERGY	1,277.86	DIESEL
22654	10/21/16	SHANE MONSON CONSTR.	75.00	LANDSCAPE FABRIC
22655	10/31/16	ALLIANT ENERGY	2,920.43	ELECTRIC/GAS
22656	10/31/16	HUBER SUPPLY	7.23	WELDING SPOOL
22657	10/31/16	TEST AMERICA	1,965.75	LAB TESTING
22658	10/31/16	J&J MACHINE	35.69	PARTS FOR CAMERA TOWER MOUNT
22659	10/31/16	AVESIS	202.54	VISION INS PREMIUMS
22660	10/31/16	DJ GONGOL & ASSOC.	895.56	BLDG 30 FILTER BACKWASH PUMP PARTS
22661	10/31/16	CARDMEMBER SERVICES	98.38	123 SECURITY - CAMERA BRACKET
22661	10/31/16	CARDMEMBER SERVICES	21.65	AMAZON - SQUEEGEE
22661	10/31/16	CARDMEMBER SERVICES	127.89	AMAZON - OUTDOOR ETHERNET CAB./OFFICE SUP.
22661	10/31/16	CARDMEMBER SERVICES	43.15	KRAMER - SHOP SUPPLIES
22661	10/31/16	CARDMEMBER SERVICES	115.29	KRAMER - PIPE FOR LS #5
22661	10/31/16	CARDMEMBER SERVICES	45.31	AMAZON - SOCKET SET
22661	10/31/16	CARDMEMBER SERVICES	321.59	CLTEL - INTERNET/PHONE SERVICE
22661	10/31/16	CARDMEMBER SERVICES	454.81	VERIZON - PLANT CELL/CPU SERVICE/NEW PHONE
22661	10/31/16	CARDMEMBER SERVICES	270.99	NC LABS - LAB SUPPLIES
22661	10/31/16	CARDMEMBER SERVICES	9.99	KRAMER - PRESSURE GAUGE
22661	10/31/16	CARDMEMBER SERVICES	124.51	AMAZON - LAB/OFFICE SUPPLIES
22661	10/31/16	CARDMEMBER SERVICES	264.31	NC LABS - LAB SUPPLIES
22661	10/31/16	CARDMEMBER SERVICES	19.25	KAMAN - PARTS FOR PLANT EQ GATE
22661	10/31/16	CARDMEMBER SERVICES	49.98	AMAZON - TIME CARDS
22661	10/31/16	CARDMEMBER SERVICES	89.99	AMAZON - OUTDOOR LED LIGHT
22661	10/31/16	CARDMEMBER SERVICES	11.57	KRAMER - PLANT SUPPLIES
22661	10/31/16	CARDMEMBER SERVICES	179.67	FLEET FARM - BATTERIES/UNIFORMS
22661	10/31/16	CARDMEMBER SERVICES	20.38	KRAMER - PARTS FOR MIDDLE SHED LIGHT
22662	10/31/16	MOORE, ANGIE	300.00	CLEANING SERVICES
22663	10/31/16	WILLCO, INC.	755.00	LS #4 PUMP #3 VALVE
22664	10/31/16	KODRU EQUIPMENT	657.74	BLDG 30 CIRCUIT BOARD
22665	10/31/16	PETE'S TRUCK STOP	503.03	AG CHEM REPAIRS
22666	11/10/16	ALLIANT ENERGY	4,587.59	ELECTRIC/GAS
22667	11/10/16	MARCO, INC.	33.15	COPIER MAINT FEE
22668	11/10/16	ABSOLUTE WASTE REMOVAL	96.54	WASTE REMOVAL SERVICE
22669	11/10/16	CONSOLIDATED ENERGY	803.70	DIESEL
22670	11/10/16	HANCOCK COUNTY COOP	349.15	GAS
22671	11/10/16	SHORT ELLIOTT HENDRICKSON	14,427.46	ENGINEERING SERVICES
			<u>95,104.90</u>	

**Clear Lake Sanitary District
Unpaid Invoices as of November 15, 2016**

Check #	Date	Vendor Name	Amount	Description
PENDING	11/15/16	ACCELA	459.80	OCT WEB PYMT/CC FEES
PENDING	11/15/16	CLEAR LAKE MIRROR REPORTER	198.34	PROJECT PUBLICATIONS
PENDING	11/15/16	FAREWAY	145.64	LAB WATER/COFFEE
PENDING	11/15/16	FASTENAL	11.40	AG CHEM PARTS
PENDING	11/15/16	GRP & ASSOCIATES	58.00	LAB WASTE DISPOSAL
PENDING	11/15/16	HEALTHWORKS	191.00	EMPLOYEE DRUG SCREENINGS
PENDING	11/15/16	HEARTLAND PAPER CO.	22.16	PLANT SUPPLIES
PENDING	11/15/16	HUBER SUPPLY CO.	260.00	CYLINDER LEASES
PENDING	11/15/16	LANDFILL OF NORTH IOWA	31.00	WASTE/GRIT DISPOSAL
PENDING	11/15/16	MASON CITY RED POWER	25.60	1066 PARTS
PENDING	11/15/16	MUNICIPAL SUPPLY INC	386.88	METERS/METER PARTS/SHOP GASKETS
PENDING	11/15/16	NAPA	69.96	PARTS/SUPPLIES

PENDING	11/15/16	R COMM WIRELESS	2,933.00	SPARE RADIO ANTENNA/CAMERA INSTALL
PENDING	11/15/16	SJE RHOMBUS	7,296.25	CONTROLS UPGRADE PROJECT
PENDING	11/15/16	TEST AMERICA	926.00	LAB TESTING
PENDING	11/15/16	DEGNAN, SCOTT & WENDY	2.31	REFUND
PENDING	11/15/16	HANSON, MARK	51.81	REFUND
PENDING	11/15/16	KEEL, NICOLE	5.00	REFUND
PENDING	11/15/16	LARSON, DEETTA	6.93	REFUND
PENDING	11/15/16	PAYTON, NANCY	7.69	REFUND
PENDING	11/15/16	SCHONING, MEGAN	45.00	REFUND
			<u>13,133.77</u>	