

MINUTES OF BOARD OF TRUSTEES: December 20, 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 (Teleconferenced in for meeting)

Absent:

Also present: Kevin Moler, Administrator/Superintendent
Taylor Moore, Accountant
Ben Wolf, Engineer, SEH
Rustin Lingbeek, Engineer, SEH

Item # 1. Approve proposed agenda. Motion by Clark, second by Meyer to approve the proposed agenda. 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 November 2016 Financial Statement. Motion by Wolfram, second by Nicklaus to approve the November 2016 Financial Statement. Motion carried, all Trustees present voting 'aye'.

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

Item # 5. Approve November 15th, 2016 board meeting minutes. Motion by Nicklaus, second by Wolfram to approve the November 15th, 2016 board meeting minutes. Motion carried, all Trustees present voting 'aye'.

Item # 6. SBR Tank Rehabilitation Project.

- Resolution 16-22, a Resolution Approving Plans, Specification, and Form of Contract. Motion by Nicklaus, second by Clark to approve Resolution 16-22. President Miller called roll with the following results: Nicklaus 'aye'; Meyer 'aye'; Clark 'aye'; Wolfram 'aye'; and Miller 'aye'. Motion carried.
- Resolution 16-23, a Resolution Awarding Contract to the Lowest Responsible and Responsive bidder. Moler stated that the lowest bidder was Mongan Painting at \$562,053. However, Mongan Painting did not provide a letter from the coating company stating that they are an approved applicator, nor did they provide a list of 5 reference jobs. The bid form stated that both of these documents were required to be submitted with their bid. Moler stated he contacted Grabinski, local attorney and ask him to review Mongan's bid and provide a legal response as to whether it was legal to throw out their bid. Moler informed the board that Grabinski advised that it was okay to throw out Mongan's bid. The next lowest bidder was Champion Coatings with a bid of \$749,600. Moler also noted that there may be room for a change order, as Champion Coatings didn't think the full removal of the caps were necessary, which would save the District some considerable money. Motion by Nicklaus, second by Clark to approve Resolution 16-23, awarding the contract to Champion Coatings in the amount of \$749,600. President Miller called roll with the following results: Nicklaus 'aye'; Meyer 'aye'; Clark 'aye'; Wolfram 'aye'; and Miller 'aye'. Motion carried.

Item # 7. Sanitary Sewer Rehabilitation Project.

- Pay Request No. 2, \$83,443.72. Motion by Meyer, second by Clark to approve Pay Request No. 2 in the amount of \$83,443.72. Motion carried, all Trustees present voting ‘aye’.
- Change Order No. 1, \$4,375. This was tabled until the next meeting.

Item # 8. Lift Station 2 Pump Quote. Moler explained that a pump at Lift Station #2 needed to be replaced as a shaft was bent. Moler received quotes from two suppliers: Iowa Pump Works with an ABS Pump in the amount of \$9,603 and Electric Pump with a Flygt Pump in the amount of \$12,000. The notable difference is that the Flygt pump comes with a chrome hardened steel impeller which should last the life of the pump. Motion by Nicklaus, second by Clark to approve the quote from Electric Pump in the amount of \$12,000 for the Flygt Pump. Motion carried, all Trustees present voting ‘aye’.

Item # 9. Unfinished Business. No unfinished business.

Item #10. Superintendent’s Report. Moler reported that he has the draft budget for Fiscal Year 2018 prepared and that we need to schedule the Budget Workshop and Christmas luncheon. The Board scheduled the Budget Workshop for the morning of January 24th, with the luncheon to follow at 11:30 and the regular January Board Meeting after that at 1:30 p.m.

Nicklaus exited at 2:30 p.m.

Item #11. Attorney’s Report. No report.

Item #12. Trustees Report. President John Miller announced his resignation effective immediately.

There being no further business to discuss, motion by Wolfram, second by Clark to adjourn. Motion carried, all Trustees present voting ‘aye’. Meeting adjourned at 2:38 p.m.

ATTEST:

Bobby Wolfram, Jr., Clerk

Clear Lake Sanitary District
Standard Monthly Invoices already paid as of December 20, 2016

Check #	Date	Vendor Name	Amount	Description
EFT	11/23/16	NET PAYROLL	14,383.74	11/23/16 NET PAYROLL
EFT	11/23/16	FEDERAL W/H	5,961.89	11/23/16 FEDERAL WITHHOLDING
EFT	11/23/16	DHS W/H	230.77	11/23/16 DHS WITHHOLDING
EFT	11/23/16	EMPLOYEE HSA CONTRIBUTIONS	230.00	11/23/16 EMPLOYEE HSA CONTRIBUTIONS
EFT	11/23/16	IPERS W/H	6,503.81	11/23/16 IPERS WITHHOLDING
EFT	11/23/16	IA DEPT. REV.	2,122.00	11/23/16 STATE W/H
EFT	12/01/16	BANKERS TRUST	275,148.75	P&I G.O. BOND
EFT	12/01/16	BANKERS TRUST	250.00	AGENT FEE

EFT	12/07/16	NET PAYROLL	15,250.95	12/07/16 NET PAYROLL
EFT	12/07/16	FEDERAL W/H	6,065.65	12/07/16 FEDERAL WITHHOLDING
EFT	12/07/16	DHS W/H	230.77	12/07/16 DHS WITHHOLDING
EFT	12/07/16	EMPLOYEE HSA CONTRIBUTIONS	230.00	12/07/16 EMPLOYEE HSA CONTRIBUTIONS
EFT	12/08/16	POSTMASTER	1,348.55	DECEMBER BILL MAILING
22693	11/17/16	BMC AGGREGATES LLC	159.95	GRAVEL FOR EQ BASIN ROAD
22694	11/17/16	IOWA ONE CALL	27.20	ONE CALL CHARGES
22695	11/17/16	ALLIANT ENERGY	10,326.83	ELECTRIC/GAS
22696	11/17/16	MIDWEST WHEEL CO	20.78	AG CHEM PARTS
22697	11/17/16	HEARTLAND PAPER CO	55.34	HAND SOUP
22698	11/17/16	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
22699	11/17/16	PETTY CASH	127.87	PETTY CASH REIMBURSEMENT - POSTAGE/SUPPLIES
22700	11/17/16	TUSHA, TED	27.44	OCT ON-CALL MILEAGE
22701	11/17/16	CASE, MICHELLE	28.63	COFFEE/HOT CHOCOLATE REIMBURSEMENT
22702	11/17/16	WELLMARK BCBS	11,488.14	DEC HEALTH INS PREMIUMS
22703	11/17/16	PEKIN LIFE INSURANCE	509.26	LIFE INSURANCE PREMIUMS
22704	11/17/16	MOORE, ANGIE	150.00	CLEANING SERVICES
22705	11/17/16	CONSOLIDATED ENERGY	1,281.00	DIESEL
22706	11/17/16	R COMM WIRELESS	450.00	RADIO TOWER FOR LS #5
22707	12/01/16	ALLIANT ENERGY	169.60	ELECTRIC/GAS
22708	12/01/16	DATA TECH	2,392.45	2017 LICENSE & SUPPORT FEE
22709	12/01/16	MECHANICAL AIR SYSTEMS	112.50	PRETREATMENT BLDG BOILER MAINT.
22710	12/01/16	MUNICIPAL SUPPLY	2,294.70	SPARE 10" CHECK VALVE - LS #8
22711	12/01/16	TEST AMERICA	1,508.50	LAB TESTING
22712	12/01/16	BACON, STEVE	22.14	NOV ON-CALL MILEAGE
22713	12/01/16	SPILMAN, DENNIS	28.94	NOV ON-CALL MILEAGE
22714	12/01/16	FEDERAL EXPRESS	244.40	OCT/NOV SHIPPING CHARGES
22715	12/01/16	LARRY ELWOOD CONSTRUCTION	29.40	PLOW HYDRAULIC FLUID
22716	12/01/16	FULLERTON, RON	12.53	NOV ON-CALL MILEAGE
22717	12/01/16	AVESIS	222.48	VISION INSURANCE PREMIUMS
22718	12/01/16	PRINCIPAL FINANCIAL GROUP	903.18	DENTAL INSURANCE PREMIUMS
22719	12/01/16	ELLIOTT EQUIPMENT CO	777.29	CAMERA TRUCK - CAMERA REPAIRS
22720	12/01/16	CARDMEMBER SERVICES	228.52	HARRISON TRUCK CENTERS - JET TRUCK ALTERNATOR
22720	12/01/16	CARDMEMBER SERVICES	256.75	USA BLUE BOOK - LOCATE PAINT/LYSOL WIPES
22720	12/01/16	CARDMEMBER SERVICES	705.63	NC LABS - LAB SUPPLIES/PH PROBE
22720	12/01/16	CARDMEMBER SERVICES	306.45	CL TEL - PHONE/INTERNET
22720	12/01/16	CARDMEMBER SERVICES	2.74	KRAMER - CAMERA BRACKET
22720	12/01/16	CARDMEMBER SERVICES	447.33	HACH - LAB SUPPLIES
22720	12/01/16	CARDMEMBER SERVICES	27.93	KRAMER - MOUSE TRAPS
22720	12/01/16	CARDMEMBER SERVICES	154.15	VERIZON - PLANT CELL/CPU SERVICE
22720	12/01/16	CARDMEMBER SERVICES	4,500.00	INFOMAX - V-590 SHEET CUTTER
22720	12/01/16	CARDMEMBER SERVICES	696.60	ZIEGLER CAT - AG CHEM PARTS
22720	12/01/16	CARDMEMBER SERVICES	29.99	BEST BUY - CAMERA MEMORY CARD
22720	12/01/16	CARDMEMBER SERVICES	42.18	AMAZON - TAX FORMS
22720	12/01/16	CARDMEMBER SERVICES	100.83	AMAZON - CALENDARS
22720	12/01/16	CARDMEMBER SERVICES	26.98	KRAMER - PRETREATMENT BLDG THERMOMETER
22721	12/01/16	MOORE, ANGIE	150.00	CLEANING SERVICES
22722	12/01/16	SUPERIOR LUMBER, INC.	156.10	CONCRETE SONO TUBE - LS #5 RADIO TOWER
22723	12/01/16	CONSOLIDATED ENERGY	174.90	PUMP OIL
22724	12/01/16	IA DIVISION OF LABOR SERVICES	240.00	ANNUAL BOILER INSPECTIONS
22725	12/01/16	LAKE AUTO PARTS	43.58	ANTIFREEZE TESTERS
22726	12/01/16	SHORT ELLIOTT HENDRICKSON	6,543.74	SEWER LINING/SBR REHAB PROJECTS - ENGINEERING
22727	12/16/16	BMC AGGREGATES LLC	74.31	SAND
22728	12/16/16	IOWA ONE CALL	28.80	NOV ONE CALL CHARGES
22729	12/16/16	ALLIANT ENERGY	15,007.74	ELECTRIC/GAS
22730	12/16/16	PLUMB SUPPLY CO	352.13	FILTERS/GLYCOL FOR BOILERS

22731	12/16/16	MARCO, INC.	27.30	COPIER MAINT FEE
22732	12/16/16	TUSHA, TED	27.44	ON-CALL MILEAGE
22733	12/16/16	ABSOLUTE WASTE REMOVAL	96.54	WASTE DISPOSAL SERVICE
22734	12/16/16	PEKIN LIFE INSURANCE	509.26	LIFE INSURANCE PREMIUMS
22735	12/16/16	HANCOCK COUNTY COOP	206.05	GAS
			<u>392,585.12</u>	

**Clear Lake Sanitary District
Unpaid Invoices as of December 20, 2016**

Check #	Date	Vendor Name	Amount	Description
PENDING	12/20/16	ACCELA	438.90	NOV WEB PYMT/CC FEES
PENDING	12/20/16	CULVER-HAHN ELECTRIC	2.10	RED WASHERS
PENDING	12/20/16	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
PENDING	12/20/16	GFG INSTRUMENTATION	174.66	GAS DETECTOR REPAIRS
PENDING	12/20/16	GOODNATURE WORK STOP	230.87	EMPLOYEE BOOTS/UNIFORMS
PENDING	12/20/16	GUSTAVE A. LARSON	78.55	BLDG 10 TEMP SENSOR
PENDING	12/20/16	J&J MACHINING WELDING & FAB.	366.72	THREADING PARTS/METAL FOR SHOP
PENDING	12/20/16	KODRU MOOENY	815.44	BEARING/BLANK ASSEMBLY - SBR AUMA ACTU.
PENDING	12/20/16	LAKE AUTO PARTS	1.56	RIVET FOR SHOP
PENDING	12/20/16	LANDFILL OF NORTH IOWA	62.00	WASTE/GRIT DISPOSAL
PENDING	12/20/16	MASON CITY RED POWER	225.85	SKID LOADER PARTS
PENDING	12/20/16	NAPA	464.53	PARTS/SUPPLIES
PENDING	12/20/16	NORLAB INC.	319.00	DYE STRIPS
PENDING	12/20/16	SEH, INC	953.61	SBR TANK REHAB ENGINEERING
PENDING	12/20/16	SIOUX VALLEY ENVIRONMENTAL	2,646.00	ACRYLIC POLYMER
PENDING	12/20/16	SJE RHOMBUS	9,798.75	CONTROLS UPGRADE PROJECT
PENDING	12/20/16	TEST AMERICA	464.00	LAB TESTING
PENDING	12/20/16	VISU-SEWER	83,443.72	SEWER LINING PROJECT - PAY REQUEST #2
PENDING	12/20/16	WELLMARK BLUE CROSS	11,275.64	HEALTH INS PREMIUMS
PENDING	12/20/16	WESTERN PETROLEUM CO.	530.64	BLOWER OIL
PENDING	12/20/16	YOHAN CO, INC.	202.12	CONCRETE - LS #5 RADIO TOWER
PENDING	12/20/16	FINK, TIFFANY	5.00	REFUND
			<u>112,593.38</u>	