

MINUTES OF BOARD OF TRUSTEES: December 19, 2017
CLEAR LAKE SANITARY DISTRICT, CERRO GORDO COUNTY, IOWA

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

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

Absent:

Also present: Kevin Moler, Administrator/Superintendent
Taylor Moore, Accountant
Dan Willers, Engineer, Fox Engineering

Item # 1. Approve proposed agenda. Motion by Nicklaus, second by Meyer to approve the amended 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 2017 Financial Statement. Motion by Nicklaus, second by Wolfram to approve the November 2017 Financial Statement. Motion carried, all Trustees present voting 'aye'.

Item # 4. Approve November 2017 Invoices. Motion by Wolfram, second by Nicklaus to approve the November 2017 Invoices. Motion carried, all Trustees present voting 'aye'.

Item # 5. Approve November 21st, 2017 board meeting minutes. Motion by Meyer, second by Nicklaus to approve the November 21st, 2017 board meeting minutes. Motion carried, all Trustees present voting 'aye'.

Item # 6. UV Disinfection Project. Resolution 17-13, a Resolution approving Plans, Specification, Form of Agreement, and Estimate of Cost. Moler informed the board that this is the formal procedure for public improvement projects. Nicklaus moved for the adoption of the Resolution, seconded by Meyer. Clark called the roll with the following results: Meyer, Nicklaus, Wolfram, and Clark voting aye, and no nay votes. Resolution 17-13 passed.

Item # 7. Pretreatment Building Air-handling Replacement Quote. Moler reminded the board that he had sent an email message to the board notifying them that this may be an emergency situation. Moler stated that he didn't realize it would take 2 weeks for contractors to provide a quote for a new unit. Moler said that he received three quotes and the lowest is \$35,325. Motion by Meyer, second by Nicklaus to approve Industrial Pipe Services quote, \$35,325. Motion carried, all Trustees present voting 'aye'.

Item # 8. Board Trustee Appointment. The board tabled this item.

Item # 9. Unfinished Business. No report.

Item #10. Superintendent's Report. Moler reminded the board that the next month we will schedule a FY 2019 budget workshop and that we have regularly been scheduling the workshop in the morning, a holiday lunch around noon and then the regular January board meeting at 1:30 pm. Moler wanted to know if the board wanted to do the same schedule. Nicklaus mentioned he will be out of town January 16, the third Tuesday. The board decided to schedule

the January board meeting Thursday January 11 at 1:30 pm with the budget workshop in the morning and the holiday lunch at noon with pizza.

Moler provided the board with a draft copy of the FY 2019 budget and pointed out basic features.

Moler reminded the board that CLSD staff conducts sewer/tile cleaning and televising for other public and private entities and this work creates annual revenue of approximately \$20,000. Moler informed the board that he is getting requests to do field tile work up to 10 miles away and grease trap work on the east side of Mason City, for example. Moler said he would like to know how far the board will approve traveling for this type of work. After a short discussion about providing this service 'locally' compared to a Des Moines or Spencer, Iowa private contractor saves 'locals' money. The board set an unspecified distance but revised the fee to include \$10/per total mile traveled if over 20 miles. So anything under a 10 mile radius will be charged the current standard fee.

Nicklaus exited at 2:22 p.m.

Item #11. Trustees Report. No report.

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 2:45 p.m.

ATTEST:

Bobby Wolfram, Jr., Clerk

Clear Lake Sanitary District
Standard Monthly Invoices already paid as of December 19, 2017

Check #	Date	Vendor Name	Amount	Description
EFT	11/22/17	NET PAYROLL	14,391.70	11/22/17 NET PAYROLL
EFT	11/22/17	FEDERAL W/H	6,174.38	11/22/17 FEDERAL WITHHOLDING
EFT	11/22/17	DHS W/H	230.77	11/22/17 DHS WITHHOLDING
EFT	11/22/17	EMPLOYEE HSA CONTRIBUTIONS	230.00	11/22/17 EMPLOYEE HSA CONTRIBUTIONS
EFT	11/22/17	IPERS W/H	6,730.22	11/22/17 IPERS WITHHOLDING
EFT	11/22/17	IA DEPT. REV.	2,183.00	11/22/17 STATE W/H
EFT	12/06/17	POSTMASTER	1,352.26	DEC BILL MAILING
EFT	12/06/17	NET PAYROLL	15,667.26	12/06/17 NET PAYROLL
EFT	12/06/17	FEDERAL W/H	6,470.28	12/06/17 FEDERAL WITHHOLDING
EFT	12/06/17	DHS W/H	230.77	12/06/17 DHS WITHHOLDING
EFT	12/06/17	EMPLOYEE HSA CONTRIBUTIONS	180.00	12/06/17 EMPLOYEE HSA CONTRIBUTIONS
23305	11/30/17	BMC AGGREGATES LLC	101.52	SAND
23306	11/30/17	ALLIANT ENERGY	95.73	ELECTRIC/GAS
23307	11/30/17	HEARTLAND PAPER CO.	44.32	PAPER TOWELS
23308	11/30/17	PLUMB SUPPLY	70.50	AIR DRYER PARTS
23309	11/30/17	TEST AMERICA	3,510.50	LAB TESTING
23310	11/30/17	TUSHA, TED	1,550.00	2017 DEDUCTIBLE REIMBURSEMENT
23311	11/30/17	FEDERAL EXPRESS	23.05	SHIPPING CHARGES
23312	11/30/17	WEF MEMBERSHIP	160.00	MOLER MEMBERSHIP DUES

23313	11/30/17	FULLERTON, RON	12.41	NOV ON-CALL MILEAGE
23314	11/30/17	PRINCIPAL FINANCIAL	947.46	DENTAL INSURANCE PREMIUMS
23315	11/30/17	CARDMEMBER SERVICES	37.74	AMAZON - PLANT/OFFICE SUPPLIES
23315	11/30/17	CARDMEMBER SERVICES	312.44	CLTEL - PHONE/INTERNET SERVICE
23315	11/30/17	CARDMEMBER SERVICES	8.99	KRAMER - SHOP SUPPLIES
23315	11/30/17	CARDMEMBER SERVICES	61.71	MENARDS - UV RACK PARTS
23315	11/30/17	CARDMEMBER SERVICES	31.96	KRAMER - SHOP SUPPLIES
23315	11/30/17	CARDMEMBER SERVICES	130.78	VERIZON - PLANT CELL/CPU SERVICE
23315	11/30/17	CARDMEMBER SERVICES	527.04	HACH - LAB SUPPLIES
23315	11/30/17	CARDMEMBER SERVICES	1,225.60	NC LABS - LAB SUPPLIES
23315	11/30/17	CARDMEMBER SERVICES	80.00	NIACC - DOT REFRESHER COURSES
23315	11/30/17	CARDMEMBER SERVICES	1,753.00	COMPRESSOR WORLD - AIR DRYER
23315	11/30/17	CARDMEMBER SERVICES	82.70	AMAZON - CALENDARS
23315	11/30/17	CARDMEMBER SERVICES	7.99	KRAMER - SAMPLER BATTERIES
23315	11/30/17	CARDMEMBER SERVICES	19.98	KRAMER - LAB/PLANT BATTERIES
23315	11/30/17	CARDMEMBER SERVICES	89.99	KRAMER - LED WORKLIGHT - SHOP
23315	11/30/17	CARDMEMBER SERVICES	84.78	GEMPLERS - MARKING FLAGS
23315	11/30/17	CARDMEMBER SERVICES	37.30	LANDS' END - UNIFORMS
23316	11/30/17	GRP & ASSOCIATES	106.50	LAB WASTE DISPOSAL
23317	11/30/17	MOORE, TAYLOR	837.70	2017 DEDUCTIBLE REIMBURSEMENT
23318	11/30/17	MOORE, ANGIE	300.00	NOV CLEANING SERVICES
23319	11/30/17	WESTERN PETROLEUM	543.39	BLOWER OIL
23320	11/30/17	SIOUX VALLEY ENVIRONMENTAL	2,790.00	ACRYLIC POLYMER (4 BARRELS)
23321	12/14/17	ALLIANT ENERGY	13,156.37	ELECTRIC/GAS
23322	12/14/17	MARCO, INC.	33.79	COPIER MAINTENANCE FEE
23323	12/14/17	ABSOLUTE WASTE REMOVAL	102.26	WASTE SERVICE
23324	12/14/17	AVESIS	218.35	VISION INSURANCE PREMIUMS
23325	12/14/17	HANCOCK COUNTY COOP	369.17	GAS
			<u>83,305.66</u>	

**Clear Lake Sanitary District
Unpaid Invoices as of December 19, 2017**

Check #	Date	Vendor Name	Amount	Description
PENDING	12/19/17	ACCELA	2,184.00	VERSION 7 UPGRADE - FINAL PYMT
PENDING	12/19/17	CLEAR LAKE MIRROR REPORTER	18.48	PUBLIC HEARING NOTICE
PENDING	12/19/17	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
PENDING	12/19/17	FAREWAY	38.36	COFFEE
PENDING	12/19/17	FASTENAL	168.96	DRILL BIT
PENDING	12/19/17	FOX ENGINEERING	26,543.67	UV DISINFECTION PROJECT ENGINEERING
PENDING	12/19/17	HDR ENGINEERING INC.	627.62	NUTRIENT REDUCTION STUDY
PENDING	12/19/17	IOWA DIVISION OF LABOR SERVICES	240.00	BOILER INSPECTIONS
PENDING	12/19/17	IOWA ONE CALL	44.10	IA ONE CALL LOCATE CHARGES
PENDING	12/19/17	J&J MACHINING WELDING & FAB.	366.08	AG CHEM KNIFE REPAIRS
PENDING	12/19/17	LANDFILL OF NORTH IOWA	300.63	WASTE/GRIT DISPOSAL
PENDING	12/19/17	LARRY ELWOOD CONSTRUCTION	22.05	SNOW PLOW HYDRAULIC FLUID
PENDING	12/19/17	MUNICIPAL SUPPLY INC	118.46	METER SEALS
PENDING	12/19/17	NAPA	442.40	FILTERS/SHOP SUPPLIES
PENDING	12/19/17	PEKIN	509.26	LIFE INSURANCE PREMIUMS
PENDING	12/19/17	PLUMB SUPPLY CO.	63.38	THICKENER BALL VALVES
PENDING	12/19/17	SUPERIOR LUMBER, INC.	31.85	SHOP SUPPLIES
			<u>31,813.02</u>	