

MINUTES OF BOARD OF TRUSTEES: February 20, 2018
CLEAR LAKE SANITARY DISTRICT, CERRO GORDO COUNTY, IOWA

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

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

Absent:

Also present: Kevin Moler, Administrator/Superintendent
Taylor Moore, Accountant

Item # 1. Approve proposed agenda. Motion by Meyer, second by Wolfram to amend the agenda to include the acceptance of the resignation of Tim Clark, and approve the remainder of the agenda. Motion carried, all Trustees present voting 'aye'.

Item #1a. Clark Resignation. Motion by Hugi, second by Wolfram to accept the resignation of Tim Clark as President of the Board and elect Nicklaus to President of the Board. 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 January 2018 Financial Statement. Motion by Meyer, second by Hugi to approve the January 2018 Financial Statement. Motion carried, all Trustees present voting 'aye'.

Item # 4. Approve January 2018 Invoices. Motion by Hugi, second by Meyer to approve the January 2018 Invoices. Motion carried, all Trustees present voting 'aye'.

Item # 5. Approve January 12th, 2018 board meeting minutes. Motion by Meyer, second by Wolfram to approve the January 12th, 2018 board meeting minutes. Motion carried, all Trustees present voting 'aye'.

Item # 6. Resolution 18-02, a Resolution Approving the Fiscal Year 2019 Budget and Setting the Property Tax Levy. Motion by Hugi, second by Meyer to approve Resolution 18-02, a Resolution Approving the Fiscal Year 2019 Budget and Setting the Property Tax Levy at \$0.54 per \$1,000 valuation. President Nicklaus called roll with the following results: Hugi, 'aye'; Meyer, 'aye'; Wolfram, 'aye'; and Nicklaus, 'aye'. Motion carried.

Item # 7. Employee Handbook and Policies.

- Resolution 18-03, a Resolution Amending the Use of Personal Cellular Telephones Policy. The Board discussed a reimbursement for personal cell phone use for operations and the office manager. Motion by Hugi, second by Wolfram to approve Resolution 18-03 with the addition of a \$20 per month cell phone reimbursement to be added to the Use of Personal Cellular Telephones Policy. President Nicklaus called roll with the following results: Hugi, 'aye'; Meyer, 'aye'; Wolfram, 'aye'; and Nicklaus, 'aye'. Motion carried.
- Resolution 18-04, a Resolution retracting Resolution 08-05 and Amending the Sanitary District Vehicle use Policy. Moler noted that when the policy was changed a few years back, Resolution 08-05 was never officially retracted. Motion by Hugi, second by Meyer to

approve Resolution 18-04. President Nicklaus called roll with the following results: Hugi, 'aye'; Meyer, 'aye'; Wolfram, 'aye'; and Nicklaus, 'aye'. Motion carried.

- Resolution 18-05, a Resolution Establishing Authorized Bank Signatures. Moler informed the Board that some of the prior Trustees were still on the bank signatures card, and this was to clean it up, leaving Moler, Moore, and Meyer on the bank signature card. Motion by Hugi, second by Wolfram to approve Resolution 18-05. President Nicklaus called roll with the following results: Hugi, 'aye'; Meyer, 'aye'; Wolfram, 'aye'; and Nicklaus, 'aye'. Motion carried.

Item # 8. Resolution 18-06, a Resolution Adding Key Man Life Insurance Requirements to the Board Policy Manual. The Board instructed Moler to get quotes so that the proper amount could be budgeted and added to the policy before approval. This item was tabled.

Item # 9. Review of Ordinance No. 7, Sewer Rental Fees. Moler stated that the District has received many calls and complaints from Oak Haven residents regarding their billed water usage. The owner, Lee Taylor, has not supplied the District with meter reads from the individual trailers for the last five months. This resulted in Case, the billing clerk, to have to estimate the reads for the billing. The City of Clear Lake has one meter at the property and bills the owner and only the owner for the water/sewer usage. All of the meters in the mobile home park are purchased and supplied by the owner of the mobile home park. Moler pointed out that if Ordinance No. 7 was followed as written, the District should be billing a base rate per mobile home space, whether it's occupied or unoccupied, and that the full billing of base rates and usage should be going to the mobile home park owner. Moler noted that this has never been the case, as previous Boards have elected to let the mobile home park owners install their own meters and supply the District with reads every month. The Board stated that it needs to be billed as stated in Ordinance No. 7 and it needs to be this way for every mobile home park in the District. The Board directed Moler to send a letter to the affected mobile home park owners, informing them that they will now only receive one bill, for all usage and base rates and that this will be effective on 4/1/18. Motion by Hugi, second by Meyer to enforce the ordinance as it reads effective 4/1/18. Motion carried, all Trustees present voting 'aye'.

Item #10. Account Adjustments.

- 009952-000. Owner was away and the furnace exhaust frosted over causing the furnace to shut down, resulting in a pipe freezing and breaking. The neighbor saw water coming out the front door and notified the owner. The result was 35,000 gallons of usage over their average, which would be a \$77.35 credit. Motion by Meyer, second by Hugi to approve a 35,000 gallon credit. Motion carried, all Trustees present voting 'aye'.
- 009944-000. Owner was also away and had a pipe freeze and break, resulting in 194,900 gallons that did not go down the sewer. The credit would be \$430.73. Motion by Hugi, second by Meyer to approve a credit of 194,900 gallons. Motion carried, all Trustees present voting 'aye'.
- 015486-000. Owner was away and had a pipe freeze and break, resulting in 43,000 gallons that did not go down the sewer. The credit would be \$95.03. Motion by Hugi, second by Meyer to approve a credit of 43,000 gallons. Motion carried, all Trustees present voting 'aye'.

Item #11. Pump quote, solids thickening supply pump. Moler received two quotes to replace the existing 2 HP pump. The low bid was \$6,040.00 for a 2 HP Fairbanks pump from Zimmer & Francescon, Inc. The other bid was for \$6,729.29 for a 3 HP Homa pump. Moler noted that Homa doesn't make a pump less than 3 HP in this model so the variable speed drive would also need to be replaced, which would be an additional \$400. Motion by Meyer, second by Hugi to

approve the 2 HP Fairbanks pump in the amount of \$6,040.00. Motion carried, all Trustees present voting 'aye'.

Item #12. Uncollectable Debt Adjustments: 006261-000, 006305-000, 006952-000, 007577-016, 010382-000, 010913-000, 012123-000, 012334-004, 012418-004, 012626-001, 013432-001, 014756-000. Moler stated that most of these accounts are two years old or more and cannot be collected via property tax assessment, they are uncollectable debts and need to be adjusted. Motion by Hugi, second by Meyer to wipe the balances on the aforementioned account numbers. Motion carried, all Trustees present voting 'aye'.

Item #13. Unfinished Business. No unfinished business to be discussed.

Item #14. Superintendent's Report. Moler stated that the first construction meeting for the UV Disinfection Project is scheduled for April 11th. Moler also noted that SEH will be on site soon to check out the cracks in the coating on the SBR.

Item #15. 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 3:24 p.m.

ATTEST:

Bobby Wolfram, Jr., Clerk

Clear Lake Sanitary District
Standard Monthly Invoices already paid as of February 20, 2018

Check #	Date	Vendor Name	Amount	Description
EFT	01/11/18	IA DEPT. REV.	2,324.00	4TH QTR 2017 SALES TAX
EFT	01/17/18	NET PAYROLL	13,581.08	01/17/18 NET PAYROLL
EFT	01/17/18	FEDERAL W/H	5,823.06	01/17/18 FEDERAL WITHHOLDING
EFT	01/17/18	DHS W/H	230.77	01/17/18 DHS WITHHOLDING
EFT	01/17/18	EMPLOYEE HSA CONTRIBUTIONS	155.00	01/17/18 EMPLOYEE HSA CONTRIBUTIONS
EFT	01/31/18	NET PAYROLL	13,560.59	01/31/18 NET PAYROLL
EFT	01/31/18	FEDERAL W/H	5,400.20	01/31/18 FEDERAL WITHHOLDING
EFT	01/31/18	DHS W/H	230.77	01/31/18 DHS WITHHOLDING
EFT	01/31/18	EMPLOYEE HSA CONTRIBUTIONS	155.00	01/31/18 EMPLOYEE HSA CONTRIBUTIONS
EFT	01/31/18	IPERS W/H	9,304.59	01/31/18 IPERS WITHHOLDING
EFT	01/31/18	IA DEPT. REV.	3,057.00	01/31/18 STATE W/H
EFT	02/06/18	POSTMASTER	1,370.91	FEB BILL MAILING
EFT	02/14/18	NET PAYROLL	14,858.50	02/14/18 NET PAYROLL
EFT	02/14/18	FEDERAL W/H	5,628.76	02/14/18 FEDERAL WITHHOLDING
EFT	02/14/18	DHS W/H	230.77	02/14/18 DHS WITHHOLDING
EFT	02/14/18	EMPLOYEE HSA CONTRIBUTIONS	155.00	02/14/18 EMPLOYEE HSA CONTRIBUTIONS
23391	01/12/18	MOORE, TAYLOR	544.00	2017 DEDUCTIBLE REIMBURSEMENT
23392	01/16/18	ENABNIT, RUSS	4,000.00	2018 HSA CONTRIBUTION
23393	01/25/18	IOWA ONE CALL	13.50	DEC LOCATE CHARGES
23394	01/25/18	ALLIANT ENERGY	15,355.17	ELECTRIC/GAS

23395	01/25/18	FOX ENGINEERING	13,254.92	UV DISINFECTION PROJECT ENGINEERING
23396	01/25/18	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
23397	01/25/18	TESTAMERICA	2,330.50	DEC/JAN LAB TESTING
23398	01/25/18	WELLMARK BCBS	11,604.08	HEALTH INSURANCE PREMIUMS
23399	01/25/18	ADVANCE NETWORKING SERVICES	450.00	SERVER/NETWORK MAINTENANCE
23400	01/25/18	BRAKKE IMPLEMENT, INC.	226.72	JD MOWER PARTS
23401	01/25/18	HARRISON TRUCK CENTERS	42.56	DUMP TRUCK PARTS
23402	01/25/18	PRINCIPAL FINANCIAL	947.46	DENTAL INSURANCE PREMIUMS
23403	01/25/18	PEKIN LIFE INSURANCE	509.26	LIFE INSURANCE PREMIUMS
23404	01/25/18	INTERSTATE ALL BATTERY	63.00	LS #5 BATTERY BACKUPS
23405	01/25/18	MASON CITY RED POWER	19.60	SKID LOADER PARTS
23406	01/25/18	CARDMEMBER SERVICES	131.23	MENARDS - STORAGE LOFT PARTS
23406	01/25/18	CARDMEMBER SERVICES	312.44	CLTEL - PHONE/INTERNET SERVICE
23406	01/25/18	CARDMEMBER SERVICES	587.98	AMAZON - LAPTOP - SUPERINTENDENT'S OFFICE
23406	01/25/18	CARDMEMBER SERVICES	154.98	AMAZON - MONITORS
23406	01/25/18	CARDMEMBER SERVICES	168.39	VERIZON - PLANT CELL/CPU SERVICE
23406	01/25/18	CARDMEMBER SERVICES	99.99	AMAZON - PROJECTOR
23406	01/25/18	CARDMEMBER SERVICES	35.98	KRAMER - PROPANE TANK REFILL
23406	01/25/18	CARDMEMBER SERVICES	9.18	KRAMER - OUTFALL BLDG HOSE
23406	01/25/18	CARDMEMBER SERVICES	129.80	EBAY - LS#10 CABINET HEATERS
23406	01/25/18	CARDMEMBER SERVICES	597.57	HACH - LAB SUPPLIES
23406	01/25/18	CARDMEMBER SERVICES	550.69	THERMOWORKS - LAB THERMOMETER CALIBRATION
23406	01/25/18	CARDMEMBER SERVICES	43.43	KRAMER - GATE PANEL HEATER
23406	01/25/18	CARDMEMBER SERVICES	219.95	AMAZON - OFFICE SUPPLIES
23406	01/25/18	CARDMEMBER SERVICES	100.00	IAWEA - MAINT. CONFERENCE REG - FULLERTON
23406	01/25/18	CARDMEMBER SERVICES	100.00	IAWEA - MAINT. CONFERENCE REG - PUEGGEL
23406	01/25/18	CARDMEMBER SERVICES	110.75	ZORO - GATE OPENER CABINET HEATER
23406	01/25/18	CARDMEMBER SERVICES	22.74	KRAMER - PLANT SUPPLIES
23406	01/25/18	CARDMEMBER SERVICES	1,399.98	BEST BUY - BOARD ROOM TV/MOUNT
23406	01/25/18	CARDMEMBER SERVICES	58.39	KAMAN - AG CHEM KNIFE PARTS
23407	01/25/18	SIMMONS PERRINE MOYER	1,311.00	UV DISINFECTION PROJECT LEGAL SERVICES
23408	01/25/18	SIOUX VALLEY ENVIRONMENTAL	131.00	POLYMER PUMP INJECTORS
23409	01/25/18	SEH, INC.	846.84	SBR TANK REHAB ENGINEERING
23410	01/25/18	HDR ENGINEERING	275.32	NUTRIENT REDUCTION PROJECT ENGINEERING
23411	01/31/18	BACON, STEVE	13.41	JAN ON-CALL MILEAGE
23412	01/31/18	SPILMAN, DENNIS	14.61	JAN ON-CALL MILEAGE
23413	01/31/18	AVESIS	207.68	VISION INSURANCE PREMIUMS
23414	01/31/18	MOORE, ANGIE	300.00	JAN CLEANING SERVICES
23415	01/31/18	CERRO GORDO COUNTY TREAS.	300.00	UV DISINFECTION PROJECT BLDG PERMIT FEE
23416	01/31/18	SIOUX VALLEY ENVIRONMENTAL	697.50	ACRYLIC POLYMER
23417	01/31/18	ALLIANT ENERGY	16,328.79	ELECTRIC/GAS
23418	01/25/18	PLUMB SUPPLY	88.77	SHOP SUPPLIES
23419	01/25/18	MARCO, INC.	41.52	COPIER MAINTENANCE FEE
23420	01/25/18	ABSOLUTE WASTE	102.26	WASTE DISPOSAL SERVICE
23421	01/25/18	FULLERTON, RON	119.90	MILEAGE - CONFERENCE IN ANKENY
23422	01/25/18	HANCOCK COUNTY COOP	408.36	GAS
23423	02/15/18	TUSHA, TED	2,900.00	2018 DEDUCTIBLE REIMBURSEMENT
			<u>154,440.92</u>	

**Clear Lake Sanitary District
Unpaid Invoices as of February 20, 2018**

Check #	Date	Vendor Name	Amount	Description
PENDING	2/20/18	ACCELA	497.80	JAN CREDIT CARD/WEB PYMT FEES
PENDING	2/20/18	BOX5 MEDIA, LLC	895.00	ANNUAL WEB & EMAIL HOSTING FEE
PENDING	2/20/18	CLEAR LAKE MIRROR REPORTER	47.74	PUBLIC HEARING NOTICE

PENDING	2/20/18	CULVER-HAHN ELECTRIC	306.34	BULBS/DRILL BIT
PENDING	2/20/18	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
PENDING	2/20/18	FAREWAY	55.36	COFFEE/POP FOR LUNCHEON
PENDING	2/20/18	FOX ENGINEERING	9,665.98	UV DISINFECTION PROJECT ENGINEERING
PENDING	2/20/18	GOODNATURE WORK STOP	214.97	EMPLOYEE BOOTS
PENDING	2/20/18	LANDFILL OF NORTH IOWA	33.00	WASTE/GRIT DISPOSAL
PENDING	2/20/18	MECAHNICAL AIR SYSTEMS	412.50	PRETREATMENT BLDG AIR HANDLER MAINT.
PENDING	2/20/18	NAPA	432.41	PARTS/SUPPLIES
PENDING	2/20/18	PEKIN	509.26	LIFE INSURANCE PREMIUMS
PENDING	2/20/18	POTTER & BRANT PLC	5,800.00	FY '17 AUDIT FEES
PENDING	2/20/18	TEST AMERICA	1,179.00	LAB TESTING
PENDING	2/20/18	WELLMARK BLUE CROSS	11,604.08	HEALTH INS PREMIUMS
PENDING	2/20/18	LOCKMAN, TAMI	9.19	REFUND
PENDING	2/20/18	KENISON MARKETING CONCEPTS	15.33	REFUND
			<u>31,771.68</u>	