

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

The meeting was called to order by 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 (President)  
Lothar Meyer (Treasurer)  
Bobby Wolfram, Jr. (Clerk)  
Gary Hugi  
Tony Nelson

Absent:

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

Item # 1. Administer Oath of Office – Tony Nelson.

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 February 2018 Financial Statement. Motion by Meyer, second by Hugi to approve the February 2018 Financial Statement. Motion carried, all Trustees present voting 'aye'.

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

Item # 5. Approve February 20<sup>th</sup>, 2018 board meeting minutes. Motion by Wolfram, second by Meyer to approve the February 20<sup>th</sup>, 2018 board meeting minutes. Motion carried, all Trustees present voting 'aye'.

Item # 6. Mobile Home Park Billing. Rick Maley, owner of Long Beach Trailer Park, voiced his concerns on paying for base rates on vacant lots within the park. Moler and the Board stated that the ordinance states that a base rate will be charged for each mobile home space, occupied or unoccupied. Maley brought up the idea of putting caps on sewer lines for each vacant lot, and having the Sanitary District seal the caps with a lead seal. The Board discussed this option and opted to continue to follow the ordinance. Motion by Meyer, second by Hugi to follow the ordinance as written and change the implementation date from April 1<sup>st</sup>, 2018 to May 1<sup>st</sup>, 2018. Motion carried, all Trustees present voting 'aye'.

Item # 7. Account Adjustment, 006421-000. Moler said the owner had a leak in the crawl space, and the water went into the ground and not the sewer. The amount over the average usage was 20,000 gallons which would be a credit of \$44.20. Motion by Meyer, second by Wolfram to approve a credit of 20,000 gallons. Motion carried, all Trustees present voting 'aye'.

Item # 8. Grease Ordinance. Moler explained that the District has received a large amount of grease recently and it drastically interferes with the treatment process, nearly causing NPDES permit violations. Moler said he spoke to Joe Weigel at the City of Clear Lake to see what they are doing to enforce their grease ordinance and also asked if they're having grease issues in their system. Weigel said the City doesn't have a grease ordinance and that they haven't encountered any issues. The Board instructed Moler to set up a meeting with the City of Ventura and the City of Clear Lake to discuss the grease issue. This item was tabled until next meeting.

Item # 9. Unfinished Business. No unfinished business to be discussed.

Item #10. Superintendent’s Report. Moler stated there was a meeting at the District in regards to the SBR coating on March 8th. Hugi attended the meeting as Moler was not available. Hugi said samples were taken of the coating and that should hopefully tell them why the coating did not stick. Moler said the Nutrient Reduction Study has been moving along and a letter to the DNR is due by June 1<sup>st</sup>. HDR Engineering will be at the next meeting to discuss findings. Moler said the Pretreatment Building Rooftop Air-Handling Unit is on site and will be installed when the weather is favorable.

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 3:08 p.m.

ATTEST:

\_\_\_\_\_  
Bobby Wolfram, Jr., Clerk

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

Check #	Date	Vendor Name	Amount	Description
EFT	02/28/18	NET PAYROLL	14,351.70	02/28/18 NET PAYROLL
EFT	02/28/18	FEDERAL W/H	5,601.00	02/28/18 FEDERAL WITHHOLDING
EFT	02/28/18	DHS W/H	230.77	02/28/18 DHS WITHHOLDING
EFT	02/28/18	EMPLOYEE HSA CONTRIBUTIONS	155.00	02/28/18 EMPLOYEE HSA CONTRIBUTIONS
EFT	02/28/18	IPERS W/H	6,363.86	02/28/18 IPERS WITHHOLDING
EFT	02/28/18	IA DEPT. REV.	2,116.00	02/28/18 STATE W/H
EFT	02/28/18	CLEAR LAKE B&T	59.41	DEPOSIT SLIP ORDER
EFT	03/02/18	POSTMASTER	1,366.52	MAR BILL MAILING
EFT	03/14/18	NET PAYROLL	15,289.38	03/14/18 NET PAYROLL
EFT	03/14/18	FEDERAL W/H	5,757.07	03/14/18 FEDERAL WITHHOLDING
EFT	03/14/18	DHS W/H	230.77	03/14/18 DHS WITHHOLDING
EFT	03/14/18	EMPLOYEE HSA CONTRIBUTIONS	155.00	03/14/18 EMPLOYEE HSA CONTRIBUTIONS
23441	02/26/18	ALLIANT ENERGY	2,621.24	ELECTRIC/GAS
23442	02/26/18	POSTMASTER	450.00	STAMPS
23443	02/26/18	HEARTLAND PAPER CO.	172.98	PLANT SUPPLIES
23444	02/26/18	KNORR ELECTRIC	52.00	GATE SWITCH REPAIRS
23445	02/26/18	IA DNR	700.00	5 YR STORMWATER DISCHARGE PERMIT
23446	02/26/18	PETTY CASH	104.30	PETTY CASH
23447	02/26/18	FLOYD & LEONARD AUTO ELEC.	9.18	PRESSURE WASHER PARTS
23448	02/26/18	PRINCIPAL FINANCIAL	947.46	DENTAL INSURANCE PREMIUMS
23449	02/26/18	CARDMEMBER SERVICES	(925.00)	CC POINTS REDEMPTION
23449	02/26/18	CARDMEMBER SERVICES	82.87	CASEY'S - CHRISTMAS LUNCHEON
23449	02/26/18	CARDMEMBER SERVICES	26.94	KRAMER - SHOP SUPPLIES
23449	02/26/18	CARDMEMBER SERVICES	1,118.21	ERA - LAB TESTING
23449	02/26/18	CARDMEMBER SERVICES	19.96	KRAMER - SPRAYPAINT FOR SHOP

23449	02/26/18	CARDMEMBER SERVICES	312.93	CLTEL - PHONE/INTERNET SERVICE
23449	02/26/18	CARDMEMBER SERVICES	60.84	SNAP-ON TOOLS - BALL BEARING SLIDE SET
23449	02/26/18	CARDMEMBER SERVICES	187.27	VERIZON - PLANT CELL/CPU SERVICE
23449	02/26/18	CARDMEMBER SERVICES	34.99	AMAZON - SHOP SUPPLIES
23449	02/26/18	CARDMEMBER SERVICES	988.35	IDEXX - LAB SUPPLIES
23449	02/26/18	CARDMEMBER SERVICES	75.00	AMAZON - CAMERA TRUCK PRINTER TONER
23449	02/26/18	CARDMEMBER SERVICES	17.98	KRAMER - SHOP SUPPLIES
23449	02/26/18	CARDMEMBER SERVICES	222.46	IDEXX - LAB SUPPLIES
23449	02/26/18	CARDMEMBER SERVICES	62.35	AMAZON - OFFICE SUPPLIES
23449	02/26/18	CARDMEMBER SERVICES	414.15	ULTIMATE WASHER.COM - PRESSURE WASHER PARTS
23449	02/26/18	CARDMEMBER SERVICES	110.00	IAWEA - CONFERENCE REGISTRATION
23449	02/26/18	CARDMEMBER SERVICES	50.00	RED GERANIUM - FLOWERS FOR WOLFRAM FUNERAL
23449	02/26/18	CARDMEMBER SERVICES	104.20	EBAY - JET TRUCK TEMP CONTROLLER
23449	02/26/18	CARDMEMBER SERVICES	89.28	EBAY - JET TRUCK OIL PUMP
23449	02/26/18	CARDMEMBER SERVICES	104.00	EBAY - SHOP DIAGNOSTIC SCANNER
23449	02/26/18	CARDMEMBER SERVICES	1,199.99	FLUKE DIRECT.COM - FLUKE METER
23449	02/26/18	CARDMEMBER SERVICES	14.77	KRAMER - BATTERIES
23449	02/26/18	CARDMEMBER SERVICES	210.00	IAWEA - CONFERENCE REGISTRATIONS
23449	02/26/18	CARDMEMBER SERVICES	79.99	BEST BUY - ROUTER
23449	02/26/18	CARDMEMBER SERVICES	79.46	KRAMER - SHOP SUPPLIES
23450	02/26/18	GRP & ASSOCIATES	106.50	LAB WASTE DISPOSAL
23451	02/26/18	MOORE, ANGIE	300.00	FEB CLEANING SERVICES
23452	02/26/18	SEH, INC.	488.07	SBR TANK REHAB ENGINEERING
23453	02/26/18	HDR ENGINEERING	797.22	NUTRIENT REDUCTION PROJECT ENGINEERING
23454	03/12/18	ALLIANT ENERGY	259.48	ELECTRIC/GAS
23455	03/12/18	NAPA	111.20	PARTS/SUPPLIES
23456	03/12/18	MARCO, INC.	59.98	COPIER MAINTENANCE FEE
23457	03/12/18	TESTAMERICA	1,352.00	LAB TESTING
23458	03/12/18	MOLER, KEVIN	447.87	CONFERENCE LODGING REIMBURSEMENT
23459	03/12/18	FEDERAL EXPRESS	24.48	FEB SHIPPING CHARGES
23460	03/12/18	ABSOLUTE WASTE	102.26	WASTE DISPOSAL SERVICE
23461	03/12/18	AVESIS	207.68	VISION INSURANCE PREMIUMS
23462	03/12/18	HANCOCK COUNTY COOP	316.71	GAS
23463	03/14/18	ALLIANT ENERGY	16,448.59	ELECTRIC/GAS
23464	03/14/18	MCLAUGHLIN, KELLY	17.34	CONFERENCE MEAL REIMBURSEMENT
23465	03/14/18	TUSHA, TED	149.80	CONFERENCE MILEAGE/MEAL REIMBURSEMENT
23466	03/14/18	CASE, MICHELLE	119.00	OFFICE CHAIR REIMBURSEMENT
23423	03/14/18	PEKIN LIFE	509.26	LIFE INSURANCE PREMIUMS
			<u>83,292.07</u>	

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

Check #	Date	Vendor Name	Amount	Description
PENDING	3/20/18	ACCELA	474.05	CREDIT CARD/WEB PYMT FEES
PENDING	3/20/18	ALLIANT ENERGY	2,081.80	GAS/ELECTRIC BILLS
PENDING	3/20/18	BRAKKE IMP., INC.	190.52	JD MOWER PARTS
PENDING	3/20/18	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
PENDING	3/20/18	FAREWAY	22.98	COFFEE
PENDING	3/20/18	FOX ENGINEERING	7,709.20	UV DISINFECTION PROJECT ENGINEERING
PENDING	3/20/18	GUSTAVE A. LARSON	57.68	LS #8 HEATER LIMIT CONTROL
PENDING	3/20/18	HEALTHWORKS	131.00	EMPLOYEE OFFICE VISIT
PENDING	3/20/18	INJECTION TECHNOLOGY DIESEL	1,857.07	LS#1 GENERATOR FUEL INJECTOR PUMP
PENDING	3/20/18	INTERSTATE ALL BATTERY CENTER	63.00	BACKUP BATTERIES

PENDING	3/20/18	IOWA LEAGUE OF CITIES	25.00	CITYSCAPE SUBSCRIPTION
PENDING	3/20/18	LAKE AUTO PARTS	93.95	SHOP SUPPLIES/GRIT TRAILER LIGHTS
PENDING	3/20/18	MASON CITY RED POWER	65.00	SKID LOADER PARTS
PENDING	3/20/18	MC2, INC.	46.67	TROJAN SOCKET/SLEEVE SEALS
PENDING	3/20/18	SIMMONS PERRINE MOYER BER PLC	262.50	LEGAL SERVICES - UV DISINFECTION PROJ
PENDING	3/20/18	WELLMARK BLUE CROSS	<u>11,604.08</u>	HEALTH INS PREMIUMS
			<u>24,778.22</u>	