

MINUTES OF BOARD OF TRUSTEES: April 24, 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
Eric Evans, HDR Engineering
Tom Madden, SEH Engineering
Steve Nadel, Ahlers & Cooney Law Firm (via telephone)
Rick & Sheila Maley
Roy Markwardt

Item # 1. Nutrient Reduction Strategy. Evans from HDR reviewed capital project process options to achieve the nutrient reduction goal established by the Iowa DNR. Evans stated that we are still conducting a pilot study for one of the options and we will continue with this study for most likely the rest of 2018. Evans briefly reviewed project cost.

Item # 2. Elect Board Vice President. Motion by Wolfram, second by Nelson to appoint Meyer as Vice President. Motion carried, all Trustees present voting 'aye'. Nicklaus also asked Meyer to retain Treasurer duties until the end of the year.

Item # 3. Opportunity for public to speak on items not on the agenda. Rick and Sheila Maley and Roy Markwardt came to express their concern about mobile home parks having to pay a base rate on lots that are empty. The Board explained that the District is enforcing the Ordinance as written, which it hasn't been since its conception in 1996, hence the change in billing. Moler stated that per the Ordinance in order not to receive a base rate on a mobile home space the sewer line must be capped near the sewer main which requires excavation. Moler stated this is the same process for properties with houses. Nicklaus requested that Markwardt and Maley write a formal letter to the Board expressing their concerns so that it may be added to the agenda and discussed and voted on during the next meeting.

Item # 4. Approve March 2018 Financial Statement. Motion by Meyer, second by Wolfram to approve the March 2018 Financial Statement. Motion carried, all Trustees present voting 'aye'.

Item # 5. Approve March 2018 Invoices. Motion by Wolfram, second by Nelson to approve the March 2018 Invoices. Motion carried, all Trustees present voting 'aye'.

Item # 6. Approve March 20th and April 12th, 2018 board meeting minutes. Motion by Hugi, second by Nelson to approve the March 20th and April 12th, 2018 board meeting minutes. Motion carried, all Trustees present voting 'aye'.

Item # 7. Wastewater Treatment Facility Process Tank Rehabilitation Project. Moler stated that the RH moisture test was not completed so in its place a sheet a plastic was taped on the wall and checked 24 hours later which showed no moisture under the plastic which means no migration of moisture through the concrete wall. Madden stated 7 concrete core samples were taken and hand delivered to a company called Concrete Microscopi in Minneapolis for a

molecular level analysis. Tom asked for an expedited analysis. Tom stated the core holes will be patch hopefully this week yet. Wolfram asked what areas need to be removed and recoated. Madden stated the core samples will hopefully provide that answer.

Item # 8. UV Project.

- Change Order No. 1, \$(7,202.57). Motion by Nelson, second by Hugi to approve Change Order No. 1 in the amount of \$(7,202.57). Motion carried, all Trustees present voting 'aye'.
- Pay Request No. 1, \$79,819.41. Motion by Nelson, second by Wolfram to approve Pay Request No. 1 in the amount of \$79,819.41. Motion carried, all Trustees present voting 'aye'.

Item # 9. Policy Updates.

- Bid Requirements. Hugi noted that he'd like to see more than one proposal when it comes to engineering services. Motion by Hugi, second by Nelson to approve adding a bid requirement of proposals from at least two engineering firms when the estimated cost is over \$5,000. Motion carried, all Trustees present voting 'aye'.
- Administrative Succession Policy. Nicklaus asked Moler to explore emergency fill-in options in the event that the current Administrator is out of service for whatever reason.
- Open Door Policy. Motion by Meyer, second by Nelson to approve the changes to the open door policy, allowing employees to contact the Board President regarding any issues they may be having. Motion carried, all Trustees present voting 'aye'.

Item #10. Set Public Hearing Date to Amend FY 2018 Budget. Moler said that the next meeting is on May 15th, so therefore the Notice of Public Hearing would have to be published on May 2nd. Motion by Nelson, second by Hugi to publish on May 2nd and set the Public Hearing date for May 15th. Motion carried, all Trustees present voting 'aye'.

Item #11. Personnel Matters. The Board reserves the right to go into closed session per IA Code 21.5.1(i). Motion by Meyer, second by Hugi to go into closed session per IA Code 21.5.1(i). Motion carried, all Trustees present voting 'aye'. Entered closed session at 3:06 p.m.

Meeting returned to open session at 3:31 p.m.

Item #12. Board of Trustees Term Length. The Board discussed shortening the term length from six years to four years. Motion by Wolfram, second by Hugi to approve changing the Trustee term length from six years to four years. Motion carried, all Trustees present voting 'aye'. The Board asked Nicklaus to send a letter to the County Supervisors to get that process started.

Item #13. Board Meeting Minutes Publication Requirements. This item was tabled as Moler had not yet received an answer from the attorney regarding this.

Item #14. Unfinished Business. Nicklaus stated that he contact Steve Nadel from Ahler's & Cooney Law Firm to discuss Board Governance with the Trustees, specifically to discuss board interaction with staff and how a board should function with making decisions. Nadal made the following points: A Board can only act as a whole, unless a member is appointed by the Board for a specific role. Board members are to report to the Board and that individual members have no authority. Should a Trustee have issues accepting the Boards lawful decisions, their options are to wait out their term or resign. Moler asked if the Board still wanted to go to evening meetings for future meetings. Board discussed and decided that 5:30 p.m. would work well for

all future meetings. Motion by Hugi, second by Nelson to move meetings to 5:30 p.m. Motion carried, all Trustees present voting 'aye'.

Item #15. Superintendent's Report. Moler stated that all the rain and melting snow has filled both basins. Moler also noted that the influx of grease has not ceased. Moler stated that the inspections he's been conducting with the County at restaurants have been going very well regarding grease education.

Item #16. Attorney's Report. No report.

Item #17. Trustees Report. No report.

There being no further business to discuss, motion by Wolfram, second by Meyer to adjourn. Motion carried, all Trustees present voting 'aye'. Meeting adjourned at 4:00 p.m.

ATTEST:

Bobby Wolfram, Jr., Clerk

Clear Lake Sanitary District
Standard Monthly Invoices already paid as of April 24, 2018

Check #	Date	Vendor Name	Amount	Description
EFT	03/28/18	NET PAYROLL	14,720.90	03/28/18 NET PAYROLL
EFT	03/28/18	FEDERAL W/H	5,772.47	03/28/18 FEDERAL WITHHOLDING
EFT	03/28/18	DHS W/H	230.77	03/28/18 DHS WITHHOLDING
EFT	03/28/18	EMPLOYEE HSA CONTRIBUTIONS	155.00	03/28/18 EMPLOYEE HSA CONTRIBUTIONS
EFT	03/28/18	IPERS W/H	6,579.04	03/28/18 IPERS WITHHOLDING
EFT	03/28/18	IA DEPT. REV.	2,179.00	03/28/18 STATE W/H
EFT	04/03/18	POSTMASTER	1,369.56	APR BILL MAILING
EFT	04/11/18	NET PAYROLL	15,786.69	04/11/18 NET PAYROLL
EFT	04/11/18	BOARD PAYROLL	1,627.78	04/11/18 BOARD 1ST QTR 2018 PAYROLL
EFT	04/11/18	FEDERAL W/H	6,238.06	04/11/18 FEDERAL WITHHOLDING
EFT	04/11/18	DHS W/H	230.77	04/11/18 DHS WITHHOLDING
EFT	04/11/18	EMPLOYEE HSA CONTRIBUTIONS	155.00	04/11/18 EMPLOYEE HSA CONTRIBUTIONS
23484	03/28/18	GLEN'S TIRE SERVICE	27.00	JD MOWER TUBE
23485	03/28/18	FEDERAL FIRE EQUIPMENT	37.47	RECHARGE EXTINGUISHER
23486	03/28/18	HEARTLAND PAPER CO.	60.78	CLOROX WIPES FOR TRUCKS
23487	03/28/18	KNORR ELECTRIC	73.75	BLDG 30 PUMP MOTOR #2 REPAIRS
23488	03/28/18	TESTAMERICA	2,007.50	LAB TESTING
23489	03/28/18	TUSHA, TED	43.82	ON-CALL MILEAGE
23490	03/28/18	J&J MACHINE	232.28	ALUMINUM PLATE FOR GRIT PAD
23491	03/28/18	AVESIS	207.68	VISION INSURANCE PREMIUMS
23492	03/28/18	MIDWEST PIPE SUPPLY	48.96	BEEHIVE BAR GUARD - GRIT PAD
23493	03/28/18	PUEGGEL, GRANT	130.87	CLOTHING REIMBURSEMENT/ON-CALL MILEAGE
23494	03/28/18	PRINCIPAL FINANCIAL	947.46	DENTAL INSURANCE PREMIUMS
23495	03/28/18	HUPP ELECTRIC MOTORS	1,178.00	ANNUAL CRANE & HOIST INSPECTION
23496	03/28/18	CARDMEMBER SERVICES	330.00	IAWEA - CONFERENCE REGISTRATIONS
23496	03/28/18	CARDMEMBER SERVICES	156.46	MENARDS - SOFTNER SALT

23496	03/28/18	CARDMEMBER SERVICES	415.24	ERA - LAB TESTING
23496	03/28/18	CARDMEMBER SERVICES	155.83	ERA - LAB TESTING
23496	03/28/18	CARDMEMBER SERVICES	8.29	KRAMER - SHOP SUPPLIES
23496	03/28/18	CARDMEMBER SERVICES	27.99	KRAMER - TOOL BOX
23496	03/28/18	CARDMEMBER SERVICES	15.57	KRAMER - WATER METER INSTALL SUPPLIES
23496	03/28/18	CARDMEMBER SERVICES	322.93	CLTEL - PHONE/INTERNET SERVICE
23496	03/28/18	CARDMEMBER SERVICES	167.86	VERIZON - PLANT CELL/CPU SERVICE
23496	03/28/18	CARDMEMBER SERVICES	24.98	KRAMER - PLANT SUPPLIES
23496	03/28/18	CARDMEMBER SERVICES	160.96	AMAZON - OFFICE/LAB SUPPLIES
23496	03/28/18	CARDMEMBER SERVICES	40.95	KRAMER - PLANT SUPPLIES
23496	03/28/18	CARDMEMBER SERVICES	63.20	GRAINGER - SHOP SUPPLIES
23496	03/28/18	CARDMEMBER SERVICES	777.31	NCLABS - LAB SUPPLIES
23496	03/28/18	CARDMEMBER SERVICES	1,313.12	NCLABS - LAB SUPPLIES
23496	03/28/18	CARDMEMBER SERVICES	59.46	NCLABS - LAB SUPPLIES
23496	03/28/18	CARDMEMBER SERVICES	299.60	EAGLE UNITED - CLSD FLAGS
23496	03/28/18	CARDMEMBER SERVICES	99.99	WINDOWS 10 UPGRADE
23496	03/28/18	CARDMEMBER SERVICES	10.27	KRAMER - LOCATE FLAGS
23497	03/28/18	STANDARD BEARINGS	1,150.01	BLDG 30 PUMPS BEARINGS
23498	03/28/18	SEH, INC.	2,007.64	SBR TANK REHAB ENGINEERING
23499	03/28/18	HDR ENGINEERING	1,238.56	NUTRIENT REDUCTION PROJECT ENGINEERING
23500	04/06/18	ALLIANT ENERGY	1,323.60	ELECTRIC/GAS
23501	04/06/18	NAPA	399.47	PARTS/SUPPLIES
23502	04/06/18	TESTAMERICA	747.00	LAB TESTING
23503	04/06/18	ABSOLUTE WASTE	102.26	WASTE DISPOSAL SERVICE
23504	04/06/18	MOORE, ANGIE	300.00	MAR CLEANING SERVICES
23505	04/06/18	CONSOLIDATED ENERGY	2,133.00	DIESEL - GENERATORS/PLANT BARREL
23506	04/06/18	HANCOCK COUNTY COOP	415.37	GAS
23507	04/17/18	ALLIANT ENERGY	13,900.29	ELECTRIC/GAS
23508	04/17/18	MCLAUGHLIN, KELLY	80.00	FY '18 CELL PHONE STIPEND
23509	04/17/18	MARCO, INC.	41.55	MAR COPIER MAINT. FEES
23510	04/17/18	BACON, STEVE	80.00	FY '18 CELL PHONE STIPEND
23511	04/17/18	TUSHA, TED	80.00	FY '18 CELL PHONE STIPEND
23512	04/17/18	SPILMAN, DENNIS	94.61	ON-CALL MILEAGE/FY '18 CELL PHONE STIPEND
23513	04/17/18	FULLERTON, RON	80.00	FY '18 CELL PHONE STIPEND
23514	04/17/18	CLARK, TIM	3.82	1ST QTR 2018 MILEAGE
23515	04/17/18	NICKLAUS, STEVE	10.46	1ST QTR 2018 MILEAGE
23516	04/17/18	PUEGGEL, GRANT	123.60	ON-CALL MILEAGE/FY '18 CELL PHONE STIPEND
23517	04/17/18	MEYER, LOTHAR	9.59	1ST QTR 2018 MILEAGE
23518	04/17/18	WOLFRAM JR., ROBERT	20.49	1ST QTR 2018 MILEAGE
23519	04/17/18	MOORE, TAYLOR	80.00	FY '18 CELL PHONE STIPEND
23520	04/17/18	HUGI, GARY	25.07	1ST QTR 2018 MILEAGE
			<u>88,937.01</u>	

**Clear Lake Sanitary District
Unpaid Invoices as of April 24, 2018**

Check #	Date	Vendor Name	Amount	Description
PENDING	4/24/18	ACCELA	487.35	CREDIT CARD/WEB PYMT FEES
PENDING	4/24/18	ADVANCE NETWORKING SERVICES	400.00	SERVER SUPPORT/PC INSTALL
PENDING	4/24/18	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
PENDING	4/24/18	FOX ENGINEERING	14,114.50	UV DISINFECTION PROJECT ENGINEERING
PENDING	4/24/18	GLEN'S TIRE SERVICE INC.	47.82	LAB CART/GENERATOR TIRE REPAIRS
PENDING	4/24/18	HDR ENGINEERING INC.	4,478.25	NUTRIENT REDUCTION STUDY
PENDING	4/24/18	IOWA ONE CALL	19.00	IA ONE CALL LOCATE CHARGES

PENDING	4/24/18	KNORR ELECTRIC	73.75	BLDG 30 PUMP MOTOR #1 REPAIRS
PENDING	4/24/18	LAKE AUTO PARTS	30.49	GRIT TRAILER PARTS
PENDING	4/24/18	LANDFILL OF NORTH IOWA	159.39	WASTE/GRIT DISPOSAL
PENDING	4/24/18	LOUIE'S CUSTOM MEATS	91.00	BOARD WORKSHOP LUNCHEON
PENDING	4/24/18	MC2, INC.	2,762.92	TROJAN SEAL KITS/ELECTRODE HOLDERS
PENDING	4/24/18	PLUMB SUPPLY CO.	33.37	THICKENER BALL VALVE
PENDING	4/24/18	QUALITY FLOW SYSTEMS, INC.	1,655.94	BLDG 30 PUMP SEALS
PENDING	4/24/18	SEH, INC	1,696.25	SBR PROJECT ENGINEERING
PENDING	4/24/18	SIMMONS PERRINE MOYER BER PLC	525.00	LEGAL SERVICES - UV DISINFECTION PROJ
PENDING	4/24/18	SIOUX VALLEY ENVIRONMENTAL	4,185.00	POLYMER - 6 BARRELS
PENDING	4/24/18	SNAP-ON TOOLS	288.25	SHOP TOOLS
PENDING	4/24/18	STANDARD BEARINGS	131.21	SHAFT SLEEVE - BLDG 30 PUMP #2
PENDING	4/24/18	ULINE	702.55	SCALE FOR THICKENER ROOM
PENDING	4/24/18	UV DOCTOR LAMPS, LLC	4,354.31	UV SLEEVES/BALLASTS - BLDG 30
PENDING	4/24/18	WELLMARK BLUE CROSS	11,172.98	HEALTH INS PREMIUMS
PENDING	4/24/18	ERDMAN, TOM	138.72	REFUND
PENDING	4/24/18	HAMMOND, TERRY	25.29	REFUND
PENDING	4/24/18	NORDMAN, TONY & CARRIE	23.26	REFUND
PENDING	4/24/18	JASPERS, JAY	16.80	REFUND
PENDING	4/24/18	SCHAUPER, DONNA	6.94	REFUND
PENDING	4/24/18	WILKINS, MATTHEW	10.67	REFUND
PENDING	4/24/18	ANDERSEN, TODD	33.34	REFUND
PENDING	4/24/18	JENNINGS, VANESSA	6.01	REFUND
			<u>47,764.08</u>	