

**MINUTES OF BOARD OF TRUSTEES: January 19, 2015  
CLEAR LAKE SANITARY DISTRICT, CERRO GORDO COUNTY, IOWA**

The meeting was called to order by Vice-President Tim Clark at 1:44 p.m. Clark indicated to those present that the meeting was being tape recorded for meeting minute generation purposes only.

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

Absent: John Miller, President  
Steve Lahner, Trustee

Also present: Kevin L Moler, Superintendent  
Taylor Moore, Accountant  
Rich Piscopo, Attorney

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

Item # 2. Approve 2015 officers. No action taken at this time.

Item # 3. Opportunity for public to speak on items not on the agenda.  
No public to speak on items not on the agenda.

Item # 4. Approve December 2014 Financial Statement. Motion by Wolfram, second by Meyer to approve the December 2014 Financial Statement. Motion carried, all Trustees present voting 'aye'.

Item # 5. Approve December 2014 Invoices. Motion by Wolfram, second by Meyer to approve the December 2014 Invoices. Motion carried, all Trustees present voting 'aye'.

Item # 6. Approve December 16<sup>th</sup>, 2014 board meeting minutes. Motion by Wolfram, second by Meyer to approve the December 16<sup>th</sup>, 2014 board meeting minutes. Motion carried, all Trustees present voting 'aye'.

Item # 7. Lift Station 5 Easement. Moler provided an overview of the easement that was being requested by Nieman-Imhoff Real Estate, LLC. Motion by Wolfram, second by Meyer to approve the Lift Station 5 ingress/egress and utility easement with Nieman-Imhoff Real Estate, LLC and giving Moler the authority to sign the easement. Motion carried, all Trustees present voting 'aye'.

Item # 8. Powder Craft Treatment Agreement. Moler noted that he has reviewed Powder Craft's Treatment Agreement and preliminary calculations show that the metals concentration discharged in their waste will not have any significant negative impact on the district's treatment system or sludge quality for land application. The DNR will prepare an Industrial Contributor permit that will include the metal concentrations limits listed on the Agreement and will also specify the testing frequency for Powder Craft so they can submit their results to the District for inclusion on our NPDES permit report. Moler also reminded the board that we can amend the Treatment Agreement at anytime. Motion by Meyer, second by Wolfram to approve the Powder Craft Treatment Agreement. Motion carried, all Trustees present voting 'aye'.

Item # 9. FY 2016 Budget.

- Review. Moler briefly reviewed the budget and the minor changes he had made in response to the comments made at the Budget Workshop on January 9<sup>th</sup>.
- Set Public Hearing Date. Moler recommended publishing the Public Hearing notice on 1/28/15 and setting the Public Hearing Date for 2/16/15. Motion by Meyer, second by Wolfram to set the Public Hearing date for the Fiscal Year 2016 Budget for 2/16/15. Motion carried, all Trustees present voting 'aye'.

Item #10. Health Insurance Reimbursement Policy. Moler recommended establishing a policy where the employee would have to verify the deductible has been met and the expenses paid for out of their HSA account prior to reimbursement by the district. Motion by Wolfram, second by Meyer to direct Piscopo to write up a policy regarding deductible reimbursement. Motion carried, all Trustees present voting 'aye'.

Item #11. Unfinished Business. No unfinished business to be discussed.

Item #12. Superintendent's Report. No report.

Item #13. Attorney's Report. Piscopo stated he left a couple messages for the main contact for Godbersen-Smith, Kim Triggs, and in the second voicemail message Piscopo informed Triggs that a petition has been prepared and will be filed if he does not hear from him by Friday January 23.

Item #14. 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 3:58 p.m.

ATTEST:

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Bobby, Wolfram, Jr., Clerk

**Clear Lake Sanitary District**  
**Standard Monthly Invoices already paid as of January 19, 2015**

Check #	Date	Vendor Name	Amount	Description
EFT	12/24/14	NET PAYROLL	13,077.85	12/24/14 NET PAYROLL
EFT	12/24/14	NET BOARD PAYROLL	1,505.97	12/24/14 NET BOARD PAYROLL
EFT	12/24/14	FEDERAL W/H	4,907.97	12/24/14 FEDERAL WITHHOLDING
EFT	12/24/14	DHS W/H	230.77	12/24/14 DHS WITHHOLDING
EFT	12/24/14	EMPLOYEE HSA CONTRIBUTIONS	180.00	12/24/14 EMPLOYEE HSA CONTRIBUTIONS
EFT	12/24/14	IPERS W/H	5,911.82	12/24/14 IPERS WITHHOLDING
EFT	12/24/14	IA DEPT. REV.	1,900.00	12/24/14 STATE W/H
EFT	01/07/15	NET PAYROLL	13,770.17	01/07/15 NET PAYROLL
EFT	01/07/15	FEDERAL W/H	5,606.87	01/07/15 FEDERAL WITHHOLDING
EFT	01/07/15	DHS W/H	230.77	01/07/15 DHS WITHHOLDING
EFT	01/07/15	EMPLOYEE HSA CONTRIBUTIONS	180.00	01/07/15 EMPLOYEE HSA CONTRIBUTIONS

EFT	01/12/15	IA WORKFORCE DEVELOPMENT	32.38	4TH QTR 2014 UNEMPLOYMENT
EFT	01/12/15	IA DEPT. REV.	2,658.00	4TH QTR 2014 SALES TAX
21537	12/17/14	CASE, MICHELLE	1,000.00	2014 DEDUCTIBLE REIMBURSEMENT
21538	12/17/14	MOORE, ANGIE	150.00	CLEANING SERVICES
21539	12/23/14	MECHANICAL AIR SYSTEMS	50,350.00	HVAC/LIGHTING UPGRADE - PAY APP #6
21540	12/23/14	MILLER, JOHN	13.44	4TH QTR 2014 MILEAGE
21541	12/23/14	LAHNER, STEPHEN	4.48	4TH QTR 2014 MILEAGE
21542	12/23/14	CLARK, TIM	24.64	4TH QTR 2014 MILEAGE
21543	12/23/14	MEYER, LOTHAR	4.48	4TH QTR 2014 MILEAGE
21544	12/23/14	WOLFRAM JR, ROBERT	22.40	4TH QTR 2014 MILEAGE
21545	12/31/14	AQUA-AEROBIC SYSTEMS	276.37	BAND HEATER/CABLE ASSEMBLY - SBR
21546	12/31/14	ALLIANT ENERGY	2,089.67	ELECTRIC/GAS
21547	12/31/14	DATA TECHNOLOGIES	73.71	TAX FORMS
21548	12/31/14	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
21549	12/31/14	CL AREA CHAMBER OF COMMERCE	639.50	2015 MEMBERSHIP DUES & ENHANCEMENT
21550	12/31/14	WELLMARK BLUE CROSS	11,045.88	HEALTH INS PREMIUMS
21551	12/31/14	FEDEX FREIGHT	335.71	SHIPPING CHARGES
21552	12/31/14	ZIEGLER, INC.	3,062.20	PLANT GENERATOR NESHAP UPGRADE - FINAL
21553	12/31/14	J&J MACHINING	44.90	CAMERA TRUCK LIGHT BRACKET
21554	12/31/14	POTTER & BRANT PLC	8,525.00	FY 2014 AUDIT
21555	12/31/14	PRINCIPAL FINANCIAL	897.03	DENTAL INSURANCE PREMIUMS
21556	12/31/14	MEYER, LOTHAR	37.45	EXPENSE REIMBURSEMENT
21557	12/31/14	CARDMEMBER SERVICES	269.00	LARSON ELECTRONICS - SPOTLIGHT - CAMERA TRK
21557	12/31/14	CARDMEMBER SERVICES	179.74	ALLSTATE GASKET - GASKETS FOR SHOP
21557	12/31/14	CARDMEMBER SERVICES	468.00	FISHER SCIENTIFIC - LAB SUPPLIES
21557	12/31/14	CARDMEMBER SERVICES	239.70	MENARDS - SALT FOR PARKING LOT
21557	12/31/14	CARDMEMBER SERVICES	34.45	KRAMER - PLANT SUPPLIES
21557	12/31/14	CARDMEMBER SERVICES	14.70	ELWOOD CONSTRUCTION - HYDRAULIC FLUID
21557	12/31/14	CARDMEMBER SERVICES	5.28	KRAMER - LS#8 PARTS
21557	12/31/14	CARDMEMBER SERVICES	285.57	CLTEL - PHONE/INTERNET
21557	12/31/14	CARDMEMBER SERVICES	63.82	VTEL - PHONE
21557	12/31/14	CARDMEMBER SERVICES	813.20	AMAZON - IMPACT WRENCH
21557	12/31/14	CARDMEMBER SERVICES	52.96	KRAMER - PLANT/SHOP SUPPLIES
21557	12/31/14	CARDMEMBER SERVICES	394.92	HACH - LAB SUPPLIES
21557	12/31/14	CARDMEMBER SERVICES	188.82	VERIZON - PLANT CELL/CPU SERVICE
21557	12/31/14	CARDMEMBER SERVICES	481.07	NC LABS - LAB SUPPLIES
21557	12/31/14	CARDMEMBER SERVICES	14.46	KRAMER - SHOP SUPPLIES
21557	12/31/14	CARDMEMBER SERVICES	167.01	E-RIGGING.COM - LS#3 PARTS
21557	12/31/14	CARDMEMBER SERVICES	56.65	KAMAN - SHOP SUPPLIES
21557	12/31/14	CARDMEMBER SERVICES	279.98	FLEET FARM - WADERS
21557	12/31/14	CARDMEMBER SERVICES	98.73	EMEDCO - FIRE EXT. INSPECTION TAGS
21557	12/31/14	CARDMEMBER SERVICES	174.00	EMEDCO - TYVEK COVERALLS
21557	12/31/14	CARDMEMBER SERVICES	365.55	MICROFLEX - LAB GLOVES
21558	12/31/14	MOORE, ANGIE	150.00	CLEANING SERVICES
21559	12/31/14	B&F FASTENER SUPPLY	19.95	SHOP ELECTRICAL SUPPLIES
21560	12/31/14	HAWKINS, INC.	950.58	ACRYLIC POLYMER
21561	01/02/15	ENABNIT, RUSSELL	3,000.00	2015 HSA CONTRIBUTION
21562	01/02/15	MCLAUGHLIN, KELLY	1,500.00	2015 HSA CONTRIBUTION
21563	01/02/15	TUSHA, TED	3,000.00	2015 HSA CONTRIBUTION
21564	01/02/15	CASE, MICHELLE	3,000.00	2015 HSA CONTRIBUTION
21565	01/02/15	SPILMAN, DENNIS	3,000.00	2015 HSA CONTRIBUTION
21566	01/02/15	MOLER, KEVIN	3,000.00	2015 HSA CONTRIBUTION
21567	01/02/15	FULLERTON, RON	3,000.00	2015 HSA CONTRIBUTION
21568	01/02/15	PUEGGEL, GRANT	3,000.00	2015 HSA CONTRIBUTION
21569	01/02/15	MOORE, TAYLOR	3,000.00	2015 HSA CONTRIBUTION
21570	01/06/15	POSTMASTER	1,346.32	BILL MAILING

21571	01/08/15	CONSOLIDATED ENERGY	945.59	DIESEL - PLANT BARREL
21572	01/09/15	HY-VEE	595.00	14 HOLIDAY LUNCHEON
21573	01/12/15	CASE, MICHELLE	51.57	EXPENSE REIMBURSEMENT
21574	01/12/15	B&F FASTENER SUPPLY	277.37	DRILL BIT/BOLTS
21575	01/12/15	HANCOCK COUNTY OIL	393.50	GAS
21576	01/16/15	HEARTLAND PAPER CO.	32.87	OFFICE PAPER
21577	01/16/15	PETTY CASH	132.12	PETTY CASH REIMB. - STAMPS/POSTAGE/SUPPLIES
21578	01/16/15	MOORE, ANGIE	150.00	CLEANING SERVICES
21579	01/16/15	CONSOLIDATED ENERGY	1,500.28	DIESEL - PLANT & PORTABLE BARRELS
			<u>165,575.91</u>	

**Clear Lake Sanitary District  
Unpaid Invoices as of January 19, 2015**

Check #	Date	Vendor Name	Amount	Description
PENDING	1/19/15	ABSOLUTE WASTE REMOVAL	91.81	WASTE REMOVAL
PENDING	1/19/15	ADVANCE NETWORKING SERVICES	75.00	PC SUPPORT/PC INSTALL
PENDING	1/19/15	ALLIANT ENERGY	14,893.00	GAS/ELECTRIC BILLS
PENDING	1/19/15	AVESIS	189.27	VISION INS
PENDING	1/19/15	BARKER LEMAR	1,500.00	LS#4 UST 3RD QTR 2014 SMR
PENDING	1/19/15	CULVER-HAHN ELECTRIC	163.42	OUTFALL BLDG SUMP PUMP PARTS
PENDING	1/19/15	ELLIOTT EQUIPMENT	244.26	JET TRUCK WATER PUMP
PENDING	1/19/15	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
PENDING	1/19/15	GOODNATURE WORK STOP	164.97	EMPLOYEE BOOTS
PENDING	1/19/15	INTERSTATE ALL BATTERY CENTER	137.14	BACKUP BATTERIES
PENDING	1/19/15	IOWA NETWORK SERVICES	12.99	HOSTING SERVICE
PENDING	1/19/15	IOWA ONE CALL	17.20	IA ONE CALL LOCATE CHARGES
PENDING	1/19/15	LANDFILL OF NORTH IOWA	167.09	GRIT/WASTE DISPOSAL
PENDING	1/19/15	MARCO, INC.	20.79	COPIER MAINTENANCE FEE
PENDING	1/19/15	MASON CITY RED POWER	1,118.00	AG CHEM PARTS
PENDING	1/19/15	MEAD O'BRIEN	1,161.65	DIGESTER VALVE
PENDING	1/19/15	NAPA	195.65	PARTS/SUPPLIES
PENDING	1/19/15	PEKIN	549.26	LIFE INSURANCE PREMIUMS
PENDING	1/19/15	QUALITY FLOW SYSTEMS, INC.	536.30	SLUDGE LOADOUT PUMP MECH. SEAL KIT
PENDING	1/19/15	TEST AMERICA	1,814.25	LAB TESTING
PENDING	1/19/15	WELLMARK, BLUE CROSS	11,045.88	HEALTH INS PREMIUMS
PENDING	1/19/15	YUNEK LAW FIRM PLC	96.00	LEGAL SERVICES
			<u>34,287.65</u>	