

MINUTES OF BOARD OF TRUSTEES: January 19, 2016
CLEAR LAKE SANITARY DISTRICT, CERRO GORDO COUNTY, IOWA

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

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

Absent: Steve Lahner

Also present: Kevin Moler, Administrator/Superintendent
Taylor Moore, Accountant
Kristi Brant, CPA, Potter & Brant, PLC

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

Item # 2. Approve 2016 board of trustee officers. Motion by Clark, second by Wolfram to continue with the same trustee officer positions. Motion carried, all Trustees present voting 'aye'.

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 2015 Financial Statement. Motion by Clark, second by Wolfram to approve the December 2015 Financial Statement. Motion carried, all Trustees present voting 'aye'.

Item # 5. Approve December 2015 Invoices. Motion by Clark, second by Meyer to approve the December 2015 Invoices. Motion carried, all Trustees present voting 'aye'.

Item # 6. Approve December 15th, and 21st, 2015 and January 5th, 2016 board meeting minutes. Motion by Clark, second by Wolfram to approve the December 15th and 21st, 2015 and January 5th, 2016 board meeting minutes. Motion carried, all Trustees present voting 'aye'.

Item # 7. FY 2015 Audit. Brant reviewed the FY 2015 audit in detail. Highlights of the audit included:

- A decrease in operating revenues by 0.1% from FY 2014 to FY 2015.
- A decrease in operating expenses by 1.2% from FY 2014 to FY 2015.
- An increase in net position by 0.8% from FY 2014 to FY 2015.
- Disbursements for FY 2015 exceeded the budgeted amounts by \$92,395, due to a force main break by a contractor. This amount was in accounts payable and missed during the conversion from accrual to cash basis.

Motion by Clark, second by Wolfram to approve the FY 2015 Audit. Motion carried, all Trustees present voting 'aye'.

Item # 8. 457b Retirement Plan. Moler stated that for a \$100 setup fee and an annual fee of \$50 the District could provide an additional retirement plan to employees. The employee chooses whether the plan is set up as pretax or post tax and the plan is administered by the State of Iowa. Motion by Clark, second by Meyer to approve the establishment of a non-matched 457b Retirement Plan for employees. Motion carried, all Trustees present voting 'aye'.

Item # 9. FY 2017 Budget

- Set Public Hearing date. Motion by Clark, second by Meyer to set the Public Hearing date for the budget for February 16th, 2016 and publishing the Notice of Public Hearing in the paper on January 27th, 2016. Motion carried, all Trustees present voting ‘aye’.
- Budget review. The Board had no further questions on the budget review. Moler mentioned that he had received the results of the Iowa Grade IV salary survey noting that a lot of our employees are below the median for wages. Moler stated that with the additional duties our employees perform and the extensive treatment system we employee our employees should set the gold standard for the wage rate. Moler also provided some cost of living information, showing that Clear Lake is among the most expensive places to live in Iowa. Moler recommended a 10% wage increase to all employees, except the Superintendent. The Board discussed for a while and decided to do provide a 5% increase May 1st, 2016 and will discuss an additional 5% in addition to the annual November 1st raise prior to the November 1, 2016 raise. Motion by Clark, second by Meyer to approve the wage increases of 5% on May 1st and 5% on November 1st, 2016, to all employees with the exception of the Superintendent. Motion carried, all Trustees present voting ‘aye’.

Item #10. Unfinished Business. No unfinished business.

Item #11. Superintendent’s Report. No report.

Item #12. Attorney’s Report. No report.

Item #13. 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 3:37 p.m.

ATTEST:

Bobby Wolfram, Jr., Clerk

Clear Lake Sanitary District
Standard Monthly Invoices already paid as of January 19, 2016

Check #	Date	Vendor Name	Amount	Description
EFT	12/23/15	NET PAYROLL	14,230.61	12/23/15 NET PAYROLL
EFT	12/23/15	BOARD PAYROLL	1,867.48	12/23/15 BOARD 4TH QTR 2015 PAYROLL
EFT	12/23/15	FEDERAL W/H	6,363.24	12/23/15 FEDERAL WITHHOLDING
EFT	12/23/15	DHS W/H	230.77	12/23/15 DHS WITHHOLDING
EFT	12/23/15	EMPLOYEE HSA CONTRIBUTIONS	180.00	12/23/15 EMPLOYEE HSA CONTRIBUTIONS
EFT	12/23/15	IPERS W/H	6,667.26	12/23/15 IPERS WITHHOLDING
EFT	12/23/15	IA DEPT. REV.	2,154.00	12/23/15 STATE W/H
EFT	12/23/15	IA WORKFORCE DEVELOPMENT	0.69	4TH QTR 2015 UNEMPLOYMENT
EFT	01/06/16	NET PAYROLL	32,508.49	01/06/16 NET PAYROLL
EFT	01/06/16	FEDERAL W/H	23,159.93	01/06/16 FEDERAL WITHHOLDING

EFT	01/06/16	DHS W/H	230.77	01/06/16 DHS WITHHOLDING
EFT	01/06/16	EMPLOYEE HSA CONTRIBUTIONS	230.00	01/06/16 EMPLOYEE HSA CONTRIBUTIONS
EFT	01/07/16	POSTMASTER	1,402.61	JAN BILL MAILING
EFT	01/11/16	IA DEPT. REV.	2,610.00	4TH QTR 2015 SALES TAX
22146	12/30/15	IOWA SPECIALTY HOSPITAL	100.00	RANDOM EMPLOYEE TESTING
22147	12/30/15	IOWA SPECIALTY HOSPITAL	50.00	2016 ANNUAL CONSORTIUM FEE
22148	12/30/15	ALLIANT ENERGY	1,996.86	ELECTRIC/GAS
22149	12/30/15	ELECTRONIC ENGINEERING	21.90	LS#5 PARTS
22150	12/30/15	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
22151	12/30/15	MILLER, JOHN	13.80	4TH QTR 2015 MILEAGE
22152	12/30/15	YUNEK LAW FIRM, PLC	324.00	LEGAL SERVICES THRU 2/6/15
22153	12/30/15	LAHNER, STEPHEN	18.40	4TH QTR 2015 MILEAGE
22154	12/30/15	CRESCENT ELECTRIC	17.65	EMERGENCY LIGHT BULBS
22155	12/30/15	MUNICIPAL SUPPLY	1,049.00	3/4" IPERL METERS/COUPLINGS
22156	12/30/15	AHLERS & COONEY, PC	1,072.50	LEGAL SERVICES THRU 12/19/15
22157	12/30/15	TEST AMERICA LABS	2,200.50	LAB TESTING
22158	12/30/15	WELLMARK	10,907.12	HEALTH INSURANCE PREMIUMS
22159	12/30/15	WEF	153.00	2016 WEF MEMBERSHIP RENEWAL
22160	12/30/15	FLICK, TERRY (SNAP-ON)	119.95	SHOP BATTERY
22161	12/30/15	J & J MACHINE	850.00	AG CHEM GAS TANK
22162	12/30/15	CLARK, TIM	31.63	4TH QTR 2015 MILEAGE
22163	12/30/15	AVESIS	202.54	VISION INS PREMIUMS
22164	12/30/15	PRINCIPAL FINANCIAL	897.03	DENTAL INSURANCE PREMIUMS
22165	12/30/15	PEKIN LIFE INSURANCE	549.26	LIFE INSURANCE PREMIUMS
22166	12/30/15	MEYER, LOTHAR	9.20	4TH QTR 2015 MILEAGE
22167	12/30/15	WOLFRAM, JR., ROBERT	23.00	4TH QTR 2015 MILEAGE
22168	12/30/15	CARDMEMBER SERVICES	(50.05)	LANDS' END - OFFICE BAG RETURNED
22168	12/30/15	CARDMEMBER SERVICES	207.00	KRAMER - TUBING FOR SAMPLERS
22168	12/30/15	CARDMEMBER SERVICES	40.63	AMAZON - TAX FORMS
22168	12/30/15	CARDMEMBER SERVICES	16.48	KRAMER - LAWN SPRAYER PARTS
22168	12/30/15	CARDMEMBER SERVICES	295.97	CLTEL - PHONE/INTERNET SERVICE
22168	12/30/15	CARDMEMBER SERVICES	67.98	VTEL - PHONE SERVICE
22168	12/30/15	CARDMEMBER SERVICES	56.35	FIRST-AID SUPPLIES ONLINE - FIRST AID SUPPLIES
22168	12/30/15	CARDMEMBER SERVICES	275.08	EBAY - AB CONTACT SETS/OVERLOAD RELAY
22168	12/30/15	CARDMEMBER SERVICES	137.78	VERIZON - PLANT CELL/PC SERVICE
22168	12/30/15	CARDMEMBER SERVICES	68.95	LANDS' END - OFFICE BAG
22168	12/30/15	CARDMEMBER SERVICES	35.00	EBAY - CONTROL PANEL HEATER CONTROL
22168	12/30/15	CARDMEMBER SERVICES	351.44	NC LABS - LAB SUPPLIES
22168	12/30/15	CARDMEMBER SERVICES	750.00	EBAY - PORTABLE DAVIT
22168	12/30/15	CARDMEMBER SERVICES	28.75	EBAY - PORTABLE HEATER REGULATOR
22168	12/30/15	CARDMEMBER SERVICES	34.93	KRAMER - ACID FOR SBRS
22168	12/30/15	CARDMEMBER SERVICES	131.56	STAPLES - BULLETIN BOARDS
22168	12/30/15	CARDMEMBER SERVICES	29.89	KRAMER - PARTS FOR SBR DIFFUSER PROJ.
22168	12/30/15	CARDMEMBER SERVICES	179.84	EBAY - SAMPLER PUMP
22168	12/30/15	CARDMEMBER SERVICES	250.48	LANDS' END - ZIP TOP TOTES
22169	12/30/15	QUALITY FLOW SYSTEMS, INC.	633.87	LS#2 PUMP SEAL & O-RING KITS
22170	12/30/15	MOORE, ANGIE	300.00	CLEANING SERVICES
22171	12/30/15	CULVER-HAHN	209.66	BULBS/TIMER
22172	12/30/15	IA DIVISION OF LABOR SERVICES	240.00	ANNUAL BOILER INSPECTIONS
22173	12/30/15	LAKE AUTO PARTS	5.30	LS #1 BATTERY CABLE
22174	12/30/15	ACCELA, INC.	379.05	WEB PYMT & CC FEES
22175	12/30/15	KING CONSTRUCTION	5,318.00	BLDG 30 DOOR
22176	12/30/15	CROUSE, JAMES	74.49	REFUND
22177	01/04/16	ENABNIT, RUSSELL	3,000.00	2016 HSA CONTRIBUTION
22178	01/04/16	POSTMASTER	392.00	STAMPS
22179	01/04/16	MCLAUGHLIN, KELLY	1,500.00	2016 HSA CONTRIBUTION

22180	01/04/16	TUSHA, TED	3,000.00	2016 HSA CONTRIBUTION
22181	01/04/16	CASE, MICHELLE	3,000.00	2016 HSA CONTRIBUTION
22182	01/04/16	SPILMAN, DENNIS	3,000.00	2016 HSA CONTRIBUTION
22183	01/04/16	MOLER, KEVIN	3,000.00	2016 HSA CONTRIBUTION
22184	01/04/16	FULLERTON, RON	3,000.00	2016 HSA CONTRIBUTION
22185	01/04/16	PUEGGEL, GRANT	3,000.00	2016 HSA CONTRIBUTION
22186	01/04/16	MOORE, TAYLOR	3,000.00	2016 HSA CONTRIBUTION
			148,497.34	

**Clear Lake Sanitary District
Unpaid Invoices as of January 19, 2016**

Check #	Date	Vendor Name	Amount	Description
PENDING	1/19/16	ABSOLUTE WASTE REMOVAL	93.72	WASTE REMOVAL
PENDING	1/19/16	ALLIANT ENERGY	8,608.72	GAS/ELECTRIC BILLS
PENDING	1/19/16	AMERICAN SOLUTIONS FOR BUSINESS	1,018.98	CHECKS/ENVELOPES
PENDING	1/19/16	B&F FASTENER SUPPLY	96.10	WASHERS/DRILL BIT - SHOP
PENDING	1/19/16	CULVER-HAHN ELECTRIC	119.28	LAB VENT HOOD BULBS
PENDING	1/19/16	EMC NATIONAL LIFE	53.50	LIFE INSURANCE PREMIUMS
PENDING	1/19/16	FAREWAY	135.96	WATER FOR LAB/COFFEE/TEA
PENDING	1/19/16	GOODNATURE WORK STOP	179.97	EMPLOYEE BOOTS
PENDING	1/19/16	HANCOCK COUNTY COOP	319.51	GAS
PENDING	1/19/16	HEARTLAND PAPER CO.	259.28	PLANT SUPPLIES
PENDING	1/19/16	LAKE AUTO PARTS	363.27	SHOP/TRUCK #1 & 2 TOOLS
PENDING	1/19/16	LANDFILL OF NORTH IOWA	90.21	GRIT DISPOSAL
PENDING	1/19/16	MARCO, INC.	24.35	COPIER MAINTENANCE FEE
PENDING	1/19/16	NAPA	596.28	PARTS/SUPPLIES
PENDING	1/19/16	NORTH CENTRAL LABS	282.86	LAB BEAKERS
PENDING	1/19/16	POTTER & BRANT PLC	3,850.00	FINACIAL AUDIT FEES
PENDING	1/19/16	SIMMONS PERRINE MOYER BER PLC	8,580.00	LEGAL SERVICES THRU 11/30/15
PENDING	1/19/16	SPILMAN, DENNIS	76.11	MILEAGE REIMBURSEMENT
PENDING	1/19/16	TEST AMERICA	467.50	LAB TESTING
PENDING	1/19/16	WELLMARK BLUE CROSS	10,907.12	HEALTH INS PREMIUMS
PENDING	1/19/16	BOHN, CHARLES & RHONDA	5.00	REFUND
PENDING	1/19/16	TRI-VENTURES, LLC	73.18	REFUND
			36,200.90	