

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

The meeting was called to order by President John Miller at 1:31 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)  
Steve Lahner

Absent: Bobby Wolfram, Jr. (Clerk)

Also present: Kevin L Moler, Superintendent  
Taylor Moore, Accountant

Item # 1. Approve proposed agenda. Motion by Clark, second by Meyer to approve the amended proposed agenda, adding Item #1B Resolution 15-10 to the agenda. Motion carried, all Trustees present voting 'aye'.

Item #1B. Resolution 15-10, a Resolution certifying delinquent sewer accounts as a lien upon the real property served by a connection for fiscal year 2015. Moler stated that an account has come to the District's attention that needs to be certified by June 12<sup>th</sup>, 2015 in order for the District to be able to collect upon the delinquent balance. Motion by Clark, second by Meyer to approve Resolution 15-10, a Resolution certifying delinquent sewer accounts as a lien upon the real property served by a connection for fiscal year 2015. President Miller called roll with the following results: Meyer, 'aye', Clark, 'aye', Miller, 'aye'. Motion carried.

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

Item # 4. Approve April 2015 Invoices. Motion by Clark, second by Meyer to approve the April 2015 Invoices. Motion carried, all Trustees present voting 'aye'.

Item # 5. Approve April 20<sup>th</sup>, 2015 board meeting minutes. Motion by Clark, second by Meyer to approve the April 20<sup>th</sup>, 2015 board meeting minutes. Motion carried, all Trustees present voting 'aye'.

Item # 6. LS 2 Emergency Force Main Relocation project retribution matter. The board of trustees reserves the right to go into closed session per Iowa Code Section 21.5(c). This item was tabled.

Item # 7. Resolution 15-06, a Resolution to amend the FY 2015 budget expenditure amount. Motion by Clark, second by Meyer to approve Resolution 15-06, approving the amendment of the FY 2015 budget expenditure amount. President Miller called roll with the following results: Meyer, 'aye', Clark, 'aye', Miller, 'aye'. Motion carried.

Lahner entered at 1:45 p.m.

Item # 8. Board Policies.

- Resolution 15-07, a Resolution to amend the Board Policy's Depository Resolution. Moler and the Board discussed setting a depository limit and settled on a limit of \$5,000,000.

Motion by Meyer, second by Clark to approve Resolution 15-07, approving the Board Policy's Depository Resolution and setting a limit at \$5,000,000. President Miller called roll with the following results: Meyer, 'aye', Clark, 'aye', Lahner, 'aye', Miller, 'aye'. Motion carried.

- Resolution 15-08, a Resolution to amend authorized bank signatures. Motion by Clark, second by Meyer to approve Resolution 15-08, amending the authorized bank signatures by removing Kelly McLaughlin from the list and adding Steve Lahner. President Miller called roll with the following results: Lahner, 'aye', Meyer, 'aye', Clark, 'aye', Miller, 'aye'. Motion carried.
- Resolution 15-09, a Resolution to authorize purchasing agents and limits. Moler explained the potential need for another authorized purchasing agent in his absence. Moler mentioned adding the Office Manager and Maintenance Supervisor to that list and asked for the Board's thoughts on adding these positions to the list and what their spending amounts would be. After some discussion the Board decided that the Office Manager should serve as the backup, but only in the absence of the Superintendent, with a spending limit of \$5,000. This was tabled until the updated Resolution can be presented to the board.

Item # 9. Jet Pump replacement. Moler informed the board that the jet truck pump needed to be replaced and he had to make an emergency purchase above his \$5,000 limit. Moler was able to obtain a pump for the jet truck from General Pump in the amount of \$12,500 and staff was installing the pump now. Motion by Lahner, second by Meyer to approve the purchase of the pump from General Pump in the amount of \$12,500. Motion carried, all Trustees present voting 'aye'.

Item #10. Employee compensation. Moler stated that we need someone on our staff with a license for lawn chemical application. Pueggel has volunteered to obtain this license and Moler recommended a \$0.50/hr raise for Pueggel once he has obtained the license. Motion by Lahner, second by Clark to approve the \$0.50/hr raise for Pueggel once he has obtained his license for lawn chemical application. Motion carried, all Trustees present voting 'aye'.

Item #11. Review of employee benefits program. This item was tabled.

Item #12. Unfinished Business. No unfinished business to be discussed.

Item #13. Superintendent's Report. Moler explained that he is noticing occasions of large increases in the ammonia loading to the treatment plant. Test results show that the ammonia load at times is double the amount we normally receive. Moler said that the ammonia removal process requires a lot of energy. At this time we do not have an Ordinance that addresses high ammonia concentrations for users. Moler recommended that we amend our Ordinance to include waste surcharges. Moler said that the Ordinance would include a table listing acceptable BOD, TSS, Ammonia, and possibly Phosphorus limits and concentrations of any of these constituents above these limits would have a surcharge rate based upon \$/pound.

Moler said that since the lake community is predominately a bedroom community it makes it easy to prepare a list of suspects. Our existing Ordinance as well as federal and state rules allows us to enter properties so we can investigate waste discharges. The board directed Moler to begin preparing surcharge provisions.

Moler stated that a plot of land adjacent to Lift Station #4 is for sale. Moler informed the board that the parcel is not large and would most likely only fit a garage size of possibly 35'x35'. Moler stated that although it is not a must for the district to own this property, it would benefit us as it would provide a larger access area to our property so that we don't end up with another situation like we have at Lift Station #2. The Board directed Moler to offer \$15,500 with a max offer of \$16,000.

Item #14. Attorney's Report. No report.

Item #15. Trustees Report. No report

There being no further business to discuss, motion by Clark, second by Lahner to adjourn. Motion carried, all Trustees present voting 'aye'. Meeting adjourned at 2:55 p.m.

ATTEST:

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Bobby, Wolfram, Jr., Clerk

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

Check #	Date	Vendor Name	Amount	Description
EFT	04/29/15	NET PAYROLL	13,895.04	04/29/15 NET PAYROLL
EFT	04/29/15	FEDERAL W/H	5,863.62	04/29/15 FEDERAL WITHHOLDING
EFT	04/29/15	DHS W/H	230.77	04/29/15 DHS WITHHOLDING
EFT	04/29/15	EMPLOYEE HSA CONTRIBUTIONS	180.00	04/29/15 EMPLOYEE HSA CONTRIBUTIONS
EFT	04/29/15	IPERS W/H	9,654.89	04/29/15 IPERS WITHHOLDING
EFT	04/29/15	IA DEPT. REV.	3,140.00	04/29/15 STATE W/H
EFT	05/08/15	POSTMASTER	1,281.19	MAY BILL MAILING
EFT	05/13/15	NET PAYROLL	14,271.66	05/13/15 NET PAYROLL
EFT	05/13/15	FEDERAL W/H	5,790.56	05/13/15 FEDERAL WITHHOLDING
EFT	05/13/15	DHS W/H	230.77	05/13/15 DHS WITHHOLDING
EFT	05/13/15	EMPLOYEE HSA CONTRIBUTIONS	180.00	05/13/15 EMPLOYEE HSA CONTRIBUTIONS
21741	04/24/15	SPILMAN, DENNIS	1,000.00	2015 DEDUCTIBLE REIMBURSEMENT
21742	04/27/15	BMC AGGREGATES	411.44	GRAVEL - PLANT
21743	04/27/15	IOWA ONE CALL	29.80	ONE CALL CHARGES
21744	04/27/15	ALLIANT ENERGY	638.51	ELECTRIC/GAS
21745	04/27/15	HEARTLAND PAPER CO.	123.08	FLOOR FINISH/PROTECTOR
21746	04/27/15	KNORR ELECTRIC	132.50	LOAD OUT PUMP REPAIRS
21747	04/27/15	PMMIC	750.00	LS#5 UST INSURANCE
21748	04/27/15	FEDERAL EXPRESS	95.86	SHIPPING CHARGES
21749	04/27/15	FLOYD & LEONARD	107.24	WEED EATER REPAIRS
21750	04/27/15	AVESIS	202.54	VISION INSURANCE PREMIUMS
21751	04/27/15	TQ TECH	259.00	ANNUAL ANTIVIRUS RENEWAL
21752	04/27/15	SPRINGBROOK	2,713.10	VERSION 7 UPGRADE & TRAINING
21753	04/27/15	PRINCIPAL FINANCIAL	897.03	DENTAL INSURANCE PREMIUMS
21754	04/27/15	CARDMEMBER SERVICES	(4.12)	MOTION INDUSTRIES - SALES TAX CREDIT
21754	04/27/15	CARDMEMBER SERVICES	(27.23)	STANDARD BEARINGS - SALES TAX CREDIT
21754	04/27/15	CARDMEMBER SERVICES	(0.86)	STANDARD BEARINGS - SALES TAX CREDIT

21754	04/27/15	CARDMEMBER SERVICES	(33.99)	MENARDS - RETURNED HOSE
21754	04/27/15	CARDMEMBER SERVICES	(28.98)	MASTER FLOORS - SALES TAX CREDIT
21754	04/27/15	CARDMEMBER SERVICES	10.37	KRAMER - SHOP SUPPLIES
21754	04/27/15	CARDMEMBER SERVICES	136.36	INTERSTATE ALL BATTERY - BACKUP BATTERIES
21754	04/27/15	CARDMEMBER SERVICES	70.18	KRAMER - BLDG 10 & SHOP SUPPLIES
21754	04/27/15	CARDMEMBER SERVICES	127.04	ALLSTATE GASKET - GASKETS FOR SHOP
21754	04/27/15	CARDMEMBER SERVICES	76.89	MOTION INDUSTRIES - LUBE FOR SHOP
21754	04/27/15	CARDMEMBER SERVICES	13.27	STANDARD BEARINGS - LS#3 PUMP #1 PARTS
21754	04/27/15	CARDMEMBER SERVICES	416.42	STANDARD BEARINGS - LS#3 PUMP #1 PARTS
21754	04/27/15	CARDMEMBER SERVICES	296.05	CL TEL - PHONE/INTERNET SERVICE
21754	04/27/15	CARDMEMBER SERVICES	68.00	VTEL - PHONE SERVICE
21754	04/27/15	CARDMEMBER SERVICES	213.50	CID - PLANT SUPPLIES
21754	04/27/15	CARDMEMBER SERVICES	582.24	BLDG 30 FLOWMETERS
21754	04/27/15	CARDMEMBER SERVICES	275.89	ERA - LAB TESTING
21754	04/27/15	CARDMEMBER SERVICES	101.18	VERIZON - PLANT CELL/PC SERVICE
21754	04/27/15	CARDMEMBER SERVICES	1,276.65	HACH - LAB SUPPLIES
21754	04/27/15	CARDMEMBER SERVICES	20.00	IAWEA - COLLECTION SYS LIC RENEWAL - ENABNIT
21754	04/27/15	CARDMEMBER SERVICES	167.77	NC LABS - LAB SUPPLIES
21754	04/27/15	CARDMEMBER SERVICES	11.98	KRAMER - BATTERIES
21754	04/27/15	CARDMEMBER SERVICES	13.98	KRAMER - LAB SUPPLIES
21754	04/27/15	CARDMEMBER SERVICES	74.29	CASEY'S - LUNCH FOR SOFTWARE TRAINING
21754	04/27/15	CARDMEMBER SERVICES	397.00	HACH - ANNUAL LAB SERVICE PLAN
21754	04/27/15	CARDMEMBER SERVICES	405.10	USP - BLDG 30 BISULFITE TANK PARTS
21754	04/27/15	CARDMEMBER SERVICES	50.15	HUPP ELECTRIC MOTORS - TAGS FOR HOIST
21754	04/27/15	CARDMEMBER SERVICES	12.98	KRAMER - EPOXY
21754	04/27/15	CARDMEMBER SERVICES	407.46	MENARDS - SEED & WEED KILLER
21754	04/27/15	CARDMEMBER SERVICES	76.14	AMAZON - BINDERS FOR LAB
21754	04/27/15	CARDMEMBER SERVICES	25.96	KRAMER - EPOXY
21754	04/27/15	CARDMEMBER SERVICES	19.99	KRAMER - LP REFILL
21754	04/27/15	CARDMEMBER SERVICES	33.99	MENARDS - HOSE FOR BLDG 30
21754	04/27/15	CARDMEMBER SERVICES	646.69	HACH - LAB SUPPLIES
21754	04/27/15	CARDMEMBER SERVICES	492.98	MASTER FLOORS - TILE FOR OP OFFICE/HALLWAY
21754	04/27/15	CARDMEMBER SERVICES	64.15	KRAMER - PLANT SUPPLIES
21755	04/27/15	MOORE, ANGIE	300.00	APR CLEANING SERVICES
21756	04/27/15	SIOUX CITY TARP	776.80	TARP FOR FILTER #3
21757	04/27/15	LAKE AUTO PARTS	12.87	DIESEL EXHAUST FLUID
21758	05/13/15	AQUA-AEROBIC SYSTEMS	73.23	SBR MIXER - PROP KIT PINS
21759	05/13/15	ALLIANT ENERGY	10,572.85	ELECTRIC/GAS
21760	05/13/15	PETTY CASH	84.79	PETTY CASH REIMBURSEMENT
21761	05/13/15	MARCO	25.89	APR COPIER MAINT.
21762	05/13/15	TEST AMERICA	1,473.75	LAB TESTING
21763	05/13/15	NORTH IOWA COOP	44.75	WEED SPRAY
21764	05/13/15	ABSOLUTE WASTE REMOVAL	91.81	MAY WASTE REMOVAL SERVICE
21765	05/13/15	J&J MACHINE	449.45	SBR INFLUENT VALVE
21766	05/13/15	NORTH IOWA SEPTIC	2,625.00	INSTALL AND REPAIR HYDRANTS
21767	05/13/15	DOUG'S SMALL ENGINE	12,500.00	TORO 7000 SERIES MOWER
21768	05/13/15	HANCOCK COUNTY OIL	407.05	GAS
21769	05/13/15	WESTERN PETROLEUM	797.60	BULK OIL
21770	05/13/15	TRUCK EQUIPMENT, INC.	180.82	SERVICE TRUCK SEAT COVERS
21771	05/13/15	SIMMONS PERRINE MOYER PLC	791.25	LEGAL SERVICES THRU 3/31/15
21772	05/13/15	STOREY KENWORTH	110.09	RETURN ADDRESS/DEPOSIT STAMPERS
21773	05/13/15	ADVANCED DOOR SYSTEMS	10,140.19	STAINLESS STEEL DOOR - BLDG #30
			<u>110,026.26</u>	

## Unpaid Invoices as of May 19, 2015

Check #	Date	Vendor Name	Amount	Description
PENDING	5/19/15	ALLIANT ENERGY	1,319.33	GAS/ELECTRIC BILLS
PENDING	5/19/15	CLEAR LAKE MIRROR REPORTER	38.39	LEGAL PUBLICATION
PENDING	5/19/15	FAREWAY	9.96	TEA
PENDING	5/19/15	GLEN'S TIRE SERVICE INC.	110.55	MOWER TIRE
PENDING	5/19/15	GOODNATURE WORK STOP	164.97	EMPLOYEE BOOTS
PENDING	5/19/15	HAWKINS, INC.	950.58	ACRYLIC POLYMER
PENDING	5/19/15	INFOMAX OFFICE SYSTEMS INC.	270.00	BILL SEPARATOR REPAIRS
PENDING	5/19/15	IOWA ONE CALL	64.80	IA ONE CALL LOCATE CHARGES
PENDING	5/19/15	MIDWEST PIPE SUPPLY	1,233.00	HYDRANT/HYDRANT PARTS
PENDING	5/19/15	MUNICIPAL SUPPLY INC	176.00	METER PARTS
PENDING	5/19/15	NAPA	128.68	PARTS/SUPPLIES
PENDING	5/19/15	PLUMB SUPPLY CO.	24.23	SHOP VENT
PENDING	5/19/15	POSM	1,500.00	POSM PRO LICENSE SUPPORT RENEWAL
PENDING	5/19/15	SPRINGBROOK/ACCELA	383.80	APR CC/WEB PYMT FEES
PENDING	5/19/15	WELLMARK BLUE CROSS	10,741.88	HEALTH INS PREMIUMS
PENDING	5/19/15	MANN, GARY & PENNY	175.29	REFUND
PENDING	5/19/15	WANER, VALETA	3.74	REFUND
			<u>17,295.20</u>	