

**MINUTES OF BOARD OF TRUSTEES: June 16, 2015**  
**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)  
Steve Lahner

Absent: None

Also present: Kevin L Moler, Superintendent  
Taylor Moore, Accountant  
Sandy and Daniel Mark

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

Item # 2. Opportunity for public to speak on items not on the agenda. Sandy Mark and Daniel Mark explained their April billing high usage charge at 411 N. 5<sup>th</sup> St., Clear Lake (acct #012721-000). Sandy indicated that the City of Clear Lake had found a discrepancy between the meter useage and the useage displayed on the remote read device. The total read discrepancy was 88,300.

Lahner entered at 1:34 p.m.

Moore noted that the City's policy sets a maximum charge of 25,000 gallons for meter discrepancies. The Board discussed and opted to follow the City of Clear Lake's policy given the situation. Motion by Wolfram, second by Meyer to credit Mark's account 63,300 gallons or an amount of \$137.36. Motion carried, all Trustees present voting 'aye'.

Item # 3. Approve May 2015 Financial Statement. Motion by Clark, second by Meyer to approve the May 2015 Financial Statement. Motion carried, all Trustees present voting 'aye'.

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

Item # 5. Approve May 19<sup>th</sup>, 2015 board meeting minutes. Motion by Lahner, second by Clark to approve the May 19<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). Motion by Meyer, second by Clark to go into closed session as per Iowa Code Section 21.5(c) at 1:45 p.m. Motion carried, all Trustees present voting 'aye'.

Motion by Meyer, second by Lahner to adjourn closed session. Motion carried, all Trustees present voting 'aye'. Closed session adjourned at 1:55 p.m.

Item # 7. FY 2016 ICS-HR Service Flex Plan. Moler explained this is the same flex plan that was approved last year which has an approximate balance of \$26,000. The \$35,000 flex plan saves the District money on their services, support, and products, and the balance can be applied to the current controls upgrade project as well. Motion by Lahner, second by Clark to

approve the FY 2016 ICS-HR Service Flex Plan in the amount of \$35,000. Motion carried, all Trustee’s present voting ‘aye’.

Item # 8. Resolution 15-09, a Resolution to authorize purchasing agents & limits. Moler noted he made the changes the Board requested to the purchasing agents policy, adding the Office Manager as a back-up purchasing agent with a spending limit of \$5,000 in the Superintendent’s absence. Motion by Clark, second by Lahner to approve Resolution 15-09, a Resolution to authorize purchasing agents & limits. President Miller called roll with the following results: Lahner, ‘aye’, Meyer, ‘aye’, Clark, ‘aye’, Wolfram, ‘aye’, Miller, ‘aye’. Motion carried.

Item # 9. Review of employee benefits program. Moler and the Board continued to discuss the details of an early retirement incentive program. The Board directed Moler to contact Doug Grabinski and request his presence at the next regular board meeting to obtain his legal opinion and assistance with the preparation of a final document.

Item #10. Unfinished Business. Moler stated that he continues to attempt to contact the engineer, Brian Brewer for an update on the status of the completing the Alliant Energy rebate forms.

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 Wolfram, second by Meyer to adjourn. Motion carried, all Trustees present voting ‘aye’. Meeting adjourned at 3:10 p.m.

ATTEST:

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

**Clear Lake Sanitary District**  
**Standard Monthly Invoices already paid as of June 16, 2015**

Check #	Date	Vendor Name	Amount	Description
EFT	05/27/15	NET PAYROLL	14,221.12	05/27/15 NET PAYROLL
EFT	05/27/15	FEDERAL W/H	5,916.71	05/27/15 FEDERAL WITHHOLDING
EFT	05/27/15	DHS W/H	230.77	05/27/15 DHS WITHHOLDING
EFT	05/27/15	EMPLOYEE HSA CONTRIBUTIONS	180.00	05/27/15 EMPLOYEE HSA CONTRIBUTIONS
EFT	05/27/15	IPERS W/H	6,321.96	05/27/15 IPERS WITHHOLDING
EFT	05/27/15	IA DEPT. REV.	2,034.00	05/27/15 STATE W/H
EFT	06/01/15	BANKERS TRUST	396,616.25	P&I REVENUE BOND
EFT	06/01/15	BANKERS TRUST	250.00	AGENT FEE
EFT	06/01/15	BANKERS TRUST	271,493.75	P&I G.O. BOND
EFT	06/01/15	BANKERS TRUST	250.00	AGENT FEE
EFT	06/09/15	POSTMASTER	1,390.39	JUNE BILL MAILING

EFT	06/10/15	NET PAYROLL	15,556.14	06/10/15 NET PAYROLL
EFT	06/10/15	FEDERAL W/H	6,229.67	06/10/15 FEDERAL WITHHOLDING
EFT	06/10/15	DHS W/H	230.77	06/10/15 DHS WITHHOLDING
EFT	06/10/15	EMPLOYEE HSA CONTRIBUTIONS	180.00	06/10/15 EMPLOYEE HSA CONTRIBUTIONS
21791	05/27/15	POSTMASTER	196.00	4 ROLLS OF STAMPS
21792	05/27/15	EW SYSTEMS LLC	12,378.00	JET TRUCK PUMP
21793	05/27/15	ALLIANT ENERGY	533.21	ELECTRIC/GAS
21794	05/27/15	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
21795	05/27/15	GRABINSKI, DOUG	62.00	LEGAL SERVICES
21796	05/27/15	PLUMB SUPPLY CO	48.13	JET TRUCK PARTS
21797	05/27/15	FEDERAL EXPRESS	207.17	SHIPPING CHARGES
21798	05/27/15	J&J MACHINE	75.00	JET TRUCK PART MODIFICATIONS
21799	05/27/15	AVESIS	202.54	VISION INSURANCE PREMIUMS
21800	05/27/15	STROSAHL, KEN	1,200.00	FACILITY SAFETY & HEALTH AUDIT
21801	05/27/15	PRINCIPAL FINANCIAL	897.03	DENTAL INSURANCE PREMIUMS
21802	05/27/15	PEKIN LIFE INSURANCE	1,098.52	MAY & JUNE LIFE INSURANCE PREMIUMS
21803	05/27/15	CARDMEMBER SERVICES	113.27	STANDARD BEARINGS - LOAD OUT PUMP PARTS
21803	05/27/15	CARDMEMBER SERVICES	100.25	AMAZON - PC STANDS/OFFICE SUPPLIES
21803	05/27/15	CARDMEMBER SERVICES	38.75	AMAZON - PC MOUSE & SPEAKERS
21803	05/27/15	CARDMEMBER SERVICES	97.98	STAPLES - FLOOR MATS
21803	05/27/15	CARDMEMBER SERVICES	296.40	CL TEL - PHONE/INTERNET SERVICE
21803	05/27/15	CARDMEMBER SERVICES	68.14	VTEL - PHONE SERVICE
21803	05/27/15	CARDMEMBER SERVICES	37.99	KRAMER - SUPPLIES FROM TILING
21803	05/27/15	CARDMEMBER SERVICES	14.48	KRAMER - SHOP SUPPLIES
21803	05/27/15	CARDMEMBER SERVICES	1.66	KRAMER - SHOP SUPPLIES
21803	05/27/15	CARDMEMBER SERVICES	321.25	AMAZON - ANTIVIRUS/MINUTE BOOKS
21803	05/27/15	CARDMEMBER SERVICES	536.71	NC LABS - LAB SUPPLIES
21803	05/27/15	CARDMEMBER SERVICES	39.68	ADAMS DOOR CO - SHOP DOOR SEAL
21803	05/27/15	CARDMEMBER SERVICES	137.79	VERIZON - PLANT CELL/PC SERVICE
21803	05/27/15	CARDMEMBER SERVICES	75.19	INTERSTATE ALL BATTERY - BATTERY BACKUPS
21803	05/27/15	CARDMEMBER SERVICES	13.99	KRAMER - BATTERIES
21803	05/27/15	CARDMEMBER SERVICES	2,928.89	STELLAR - KMAX TRAILER FOR MOWER
21803	05/27/15	CARDMEMBER SERVICES	15.21	ALLIED ELECTRONICS - FUSE FOR PLASTIC WELDER
21803	05/27/15	CARDMEMBER SERVICES	100.00	LANDS' END - EMPLOYEE UNIFORMS
21803	05/27/15	CARDMEMBER SERVICES	15.99	KRAMER - FLAG POLE CORD
21803	05/27/15	CARDMEMBER SERVICES	686.76	NC LABS - AMMONIA PROBE
21803	05/27/15	CARDMEMBER SERVICES	17.96	KRAMER - FLAG POLE PARTS
21803	05/27/15	CARDMEMBER SERVICES	221.45	EAGLE MOUNTAIN - CLSD FLAGS
21803	05/27/15	CARDMEMBER SERVICES	187.58	AMAZON - PLANT EQ RELIEF VALVE REPAIR KIT
21803	05/27/15	CARDMEMBER SERVICES	17.59	KRAMER - GRASS SEED/NUTS & BOLTS
21803	05/27/15	CARDMEMBER SERVICES	44.96	STAPLES - OFFICE SUPPLIES/SURGE PROTECTOR
21803	05/27/15	CARDMEMBER SERVICES	209.97	LANDS' END - EMPLOYEE UNIFORMS
21803	05/27/15	CARDMEMBER SERVICES	25.97	KRAMER - CAULK/SEALANT FOR SHOP
21803	05/27/15	CARDMEMBER SERVICES	24.95	FLEET FARM - BALL MOUNT FOR TRAILER
21803	05/27/15	CARDMEMBER SERVICES	23.43	USA BLUE BOOK - DOOR KNOB CARDS
21803	05/27/15	CARDMEMBER SERVICES	120.00	IA DNR - EMPLOYEE LICENSE RENEWAL FEES
21803	05/27/15	CARDMEMBER SERVICES	20.00	IAWEA - EMPLOYEE COLLECTION. SYS LIC. FEE
21803	05/27/15	CARDMEMBER SERVICES	630.00	IAWEA - ANNUAL CONFERENCE REGISTRATIONS
21803	05/27/15	CARDMEMBER SERVICES	88.06	SEELYE - PLASTIC WELDER REPAIRS
21803	05/27/15	CARDMEMBER SERVICES	180.00	IA DNR - EMPLOYEE LICENSE RENEWAL FEES
21803	05/27/15	CARDMEMBER SERVICES	293.67	EBAY - LS#9 ELECTRIC HEATER
21804	05/27/15	MOORE, ANGIE	300.00	MAY CLEANING SERVICES
21805	05/27/15	GRAINGER	353.76	LAB & SHOP GLOVES
21806	05/27/15	ALVINE & ASSOCIATES	1,750.00	ENGINEERING - CONTROLS UPGRADE
21807	06/10/15	ALLIANT ENERGY	10,707.08	ELECTRIC/GAS
21808	06/10/15	POSTMASTER	88.00	ANNUAL PO BOX FEE

21809	06/10/15	HEARTLAND PAPER CO.	516.76	PAPER TOWELS/SHOP TOWELS
21810	06/10/15	HUBER SUPPLY CO.	162.91	ARGON CYLINDER/SHOP SUPPLIES
21811	06/10/15	MARCO, INC.	46.40	COPIER MAINT. FEE
21812	06/10/15	TEST AMERICA LABORATORIES	1,167.75	APR/MAY LAB TESTING
21813	06/10/15	MOLER, KEVIN	235.20	ANNUAL CONFERENCE LODGING REIMBURSEMENT
21814	06/10/15	ABSOLUTE WASTE REMOVAL	91.81	WASTE REMOVAL SERVICE
21815	06/10/15	B&F FASTENER SUPPLY	55.53	DRILL BITS
21816	06/10/15	CONSOLIDATED ENERGY	2,417.44	DIESEL
21817	06/10/15	HANCOCK COUNTY OIL	528.64	GAS
21818	06/10/15	ALLIANCE CONNECT	12.56	WEB HOSTING SERVICE
21819	06/10/15	MASON CITY TIRE SERVICE	2,600.00	ALUMA MOWER TRAILER
			<u>766,872.66</u>	

**Clear Lake Sanitary District  
Unpaid Invoices as of June 16, 2015**

Check #	Date	Vendor Name	Amount	Description
PENDING	6/16/15	AUMA	1,491.24	SBR #3 ACTUATOR SPLITTER BOX
PENDING	6/16/15	FAREWAY	129.54	WATER/VINEGAR FOR LAB/TEA FOR OFFICE
PENDING	6/16/15	GOODNATURE WORK STOP	134.97	EMPLOYEE BOOTS
PENDING	6/16/15	GRP & ASSOCIATES	33.00	LAB WASTE DISPOSAL
PENDING	6/16/15	IMWCA	8,677.00	WORK COMP PREMIUM 7/15 - 6/16
PENDING	6/16/15	J&J MACHINING WELDING & FAB.	581.25	LOAD OUT PUMP REPAIRS
PENDING	6/16/15	LANDFILL OF NORTH IOWA	31.00	GRIT/WASTE DISPOSAL
PENDING	6/16/15	MIDWEST PIPE SUPPLY	48.00	CONCRETE - MH#28 REPAIR
PENDING	6/16/15	MUNICIPAL SUPPLY INC	583.50	PLANT HYDRANT PARTS
PENDING	6/16/15	NAPA	132.29	PARTS/SUPPLIES
PENDING	6/16/15	SIMMONS PERRINE MOYER BER PLC	3,971.60	LEGAL SERVICES THRU 4/30/15
PENDING	6/16/15	SIOUX CITY TARP, INC.	2,144.90	TARPS FOR BLDG 30 FILTERS
PENDING	6/16/15	SPRINGBROOK/ACCELA	352.45	MONTHLY CC/WEB PYMT FEES
PENDING	6/16/15	SUPERIOR LUMBER, INC.	29.11	PARTS FOR MH#28 REPAIR
PENDING	6/16/15	TRANS-IOWA EQUIPMENT, INC.	170.66	JET TRUCK PARTS
PENDING	6/16/15	UTILITY EQUIPMENT CO.	270.00	PARTS FOR MH#28 REPAIR
PENDING	6/16/15	KERN, THOMAS & VALERIE	32.52	REFUND
PENDING	6/16/15	HUMBURG, RAYMOND	61.64	REFUND
			<u>18,874.67</u>	