

MINUTES OF BOARD OF TRUSTEES: July 21, 2015
CLEAR LAKE SANITARY DISTRICT, CERRO GORDO COUNTY, IOWA

The meeting was called to order by Vice-President Tim Clark at 1:35 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)
Steve Lahner

Absent: John Miller (President)

Also present: Kevin L Moler, Superintendent
Taylor Moore, Accountant
Doug Grabinski, Attorney
Chris Masters

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.
No public to speak on items not on the agenda.

At this time Clark advanced to Item #6 on the agenda and stated he would return to Item #3 after Item #6 is resolved.

Wolfram entered at 1:42 p.m.

Item # 3. Approve June 2015 Financial Statement. Motion by Lahner, second by Wolfram to approve the June 2015 Financial Statement. Motion carried, all Trustees present voting 'aye'.

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

Item # 5. Approve June 16th and July 8th, 2015 board meeting minutes. Motion by Lahner, second by Wolfram to approve the June 16th and July 8th, 2015 board meeting minutes. Motion carried, all Trustees present voting 'aye'.

Item # 6. Account #012294-001. Clark briefed the board on the events surrounding this request for a credit. Clark stated that Ms. Masters had left a garden hose on and left town for the weekend, amounting to 20,900 gallons of usage between 6/22/15 and 7/2/15. Masters stated that what really happened is the outside hydrant was left on and the sprinkler head had broken flooding their yard with 20,000 gallons of water. Moler ran the averages over the past two years in the same time period resulting in an average use of 456 gallons per day. This subtracting this average for 10 days resulted in a credit of 16,340 gallons, or \$35.46. Motion by Meyer, second by Lahner to approve a credit of \$35.46 or 16,340 gallons to account #012294-001. Motion carried, all Trustees present voting 'aye'.

Item # 7. Resolution 15-10, a Resolution certifying delinquent sewer accounts as a lien upon the real property served by a connection during FY 2015. Motion by Lahner, 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 during FY 2015. Vice-President Clark called roll with the following results: Lahner, 'aye', Meyer, 'aye', Clark, 'aye', Wolfram, 'aye'. Motion carried.

Moore noted that the Resolutions have gotten out of order over the past couple meetings due to one Resolution being tabled at a previous meeting and this Resolution should actually be Resolution 15-11. Motion by Lahner, second by Meyer to change this Resolution from 15-10 to 15-11. Motion carried, all Trustees present voting aye.

Item # 8. 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 Lahner to go into closed session as per Iowa Code Section 21.5(c) at 1:47 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 2:49 p.m.

Item # 9. Review of employee benefits program. Moler and the Board covered the details of the potential early retirement incentive program with Grabinski. Grabinski stated he will complete the official document and present to the board for approval at the September board meeting.

Item #10. Unfinished Business. No unfinished business discussed.

Item #11. Superintendent's Report. Moore read a letter received from Milton Panos, account #011397-000. Mr. Panos explained in the letter that his parents have deceased and he has had his parent's house for sale for the past three years. The account is currently charged a seasonal 3 bedroom rate and he would like it to just be the base rate until it sells as the property is unused with the water turned off. Moore explained that Michelle Case, the billing clerk, had explained to Mr. Panos last week over the phone that the only way to avoid the bedroom rate charges would be to put in a water meter. The Board agreed, stating that is the policy, no further action needed.

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 Lahner to adjourn. Motion carried, all Trustees present voting 'aye'. Meeting adjourned at 3:20 p.m.

ATTEST:

Bobby, Wolfram, Jr., Clerk

**Clear Lake Sanitary District
Standard Monthly Invoices already paid as of July 21, 2015**

Check #	Date	Vendor Name	Amount	Description
EFT	06/24/15	NET PAYROLL	13,981.75	06/24/15 NET PAYROLL
EFT	06/24/15	FEDERAL W/H	6,040.14	06/24/15 FEDERAL WITHHOLDING
EFT	06/24/15	DHS W/H	230.77	06/24/15 DHS WITHHOLDING
EFT	06/24/15	EMPLOYEE HSA CONTRIBUTIONS	180.00	06/24/15 EMPLOYEE HSA CONTRIBUTIONS
EFT	06/24/15	IPERS W/H	6,489.95	06/24/15 IPERS WITHHOLDING
EFT	06/24/15	IA DEPT. REV.	2,098.00	06/24/15 STATE W/H
EFT	06/24/15	BOARD PAYROLL	1,221.03	06/24/15 BOARD 2ND QTR 2015 PAYROLL

EFT	06/24/15	IA WORKFORCE DEVELOPMENT	116.86	2ND QTR 2015 UNEMPLOYMENT
EFT	07/06/15	IA DEPT. REV.	2,277.00	2ND QTR 2015 SALES TAX
EFT	07/08/15	POSTMASTER	1,359.26	JULY BILL MAILING
EFT	07/08/15	NET PAYROLL	15,399.95	07/08/15 NET PAYROLL
EFT	07/08/15	FEDERAL W/H	6,231.89	07/08/15 FEDERAL WITHHOLDING
EFT	07/08/15	DHS W/H	230.77	07/08/15 DHS WITHHOLDING
EFT	07/08/15	EMPLOYEE HSA CONTRIBUTIONS	180.00	07/08/15 EMPLOYEE HSA CONTRIBUTIONS
21838	06/22/15	IOWA ONE CALL	55.80	IA ONE CALL CHARGES
21839	06/22/15	ALLIANT ENERGY	2,359.90	ELECTRIC/GAS
21840	06/22/15	MECHANICAL AIR SYSTEMS	116.04	BLDG 30 AC REPAIR
21841	06/22/15	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
21842	06/22/15	WELLMARK BC BS	10,741.88	HEALTH INS PREMIUMS
21843	06/22/15	ELLIOT EQUIPMENT	609.70	CAMERA TRUCK CIRCUIT BOARD
21844	06/22/15	PEKIN LIFE INSURANCE	549.26	LIFE INSURANCE PREMIUMS
21845	06/22/15	MOORE, ANGIE	150.00	JUNE CLEANING SERVICES
21846	06/22/15	MARK, DANIEL	114.84	REFUND
21847	06/30/15	GLEN'S TIRE SERVICE	21.49	TORO MOWER TIRE REPAIR
21848	06/30/15	MC2, INC.	177.88	BLDG 30 UV MODULE
21849	06/30/15	NORTHERN BALANCE & SCALE	304.00	SERVICE/CALIBRATION OF LAB EQUIPMENT
21850	06/30/15	PLUMB SUPPLY CO.	1,147.74	OFFICE BLDG WATER HEATER
21851	06/30/15	TEST AMERICA LABORATORIES	2,019.00	LAB TESTING
21852	06/30/15	YOHN CO, INC.	139.65	CONCRETE FOR MH#28 REPAIR
21853	06/30/15	MIDWEST PIPE SUPPLY	401.00	PARTS FOR MH#46L REPAIR
21854	06/30/15	PRINCIPAL FINANCIAL	897.03	DENTAL INSURANCE PREMIUMS
21855	06/30/15	CARDMEMBER SERVICES	(65.14)	SCHUKEI CHEVY - COLORADO PARTS RETURN
21855	06/30/15	CARDMEMBER SERVICES	(8.07)	MIDWEST WHEEL - SALES TAX CREDIT
21855	06/30/15	CARDMEMBER SERVICES	60.00	IA DNR - EMPLOYEE LICENSE RENEWAL FEES
21855	06/30/15	CARDMEMBER SERVICES	65.14	SCHUKEI CHEVY - COLORADO PARTS
21855	06/30/15	CARDMEMBER SERVICES	138.61	MIDWEST WHEEL - TRAILER COUPLER
21855	06/30/15	CARDMEMBER SERVICES	29.81	STANDARD BEARINGS CO. - JET TRUCK BUSHING
21855	06/30/15	CARDMEMBER SERVICES	296.40	CL TEL - PHONE/INTERNET SERVICE
21855	06/30/15	CARDMEMBER SERVICES	68.14	VTEL - PHONE SERVICE
21855	06/30/15	CARDMEMBER SERVICES	427.96	SAM'S CLUB - OFFICE CHAIRS
21855	06/30/15	CARDMEMBER SERVICES	60.88	SCHUKEI CHEVY - COLORADO PARTS
21855	06/30/15	CARDMEMBER SERVICES	2.49	KRAMER - JET TRUCK PUMP PLUG
21855	06/30/15	CARDMEMBER SERVICES	197.98	NC LABS - HYDROCHLORIC ACID
21855	06/30/15	CARDMEMBER SERVICES	222.86	USA BLUE BOOK - MARKING PAINT/WHISKERS
21855	06/30/15	CARDMEMBER SERVICES	132.72	KAMAN - JET TRUCK U JOINT
21855	06/30/15	CARDMEMBER SERVICES	178.51	AMAZON - SAFETY BINDERS
21855	06/30/15	CARDMEMBER SERVICES	152.79	VERIZON - PLANT CELL/PC SERVICE
21855	06/30/15	CARDMEMBER SERVICES	81.15	AMAZON - WEF MANUAL
21855	06/30/15	CARDMEMBER SERVICES	121.29	KRAMER - ELECTRICAL SUPPLIES - SHOP STOCK
21855	06/30/15	CARDMEMBER SERVICES	295.00	EBAY - SBR 4 STAINLESS DISCONNECT SWITCH
21855	06/30/15	CARDMEMBER SERVICES	49.44	AMAZON - OFFICE SUPPLIES
21855	06/30/15	CARDMEMBER SERVICES	82.99	STAPLES - CAMERA TRUCK PRINTER TONER
21855	06/30/15	CARDMEMBER SERVICES	343.00	GRAINGER - DRILL PRESS SAFETY GUARD/PLUG
21855	06/30/15	CARDMEMBER SERVICES	837.53	STAND. BEARINGS - SLUDGE LOADOUT PUMP PARTS
21855	06/30/15	CARDMEMBER SERVICES	117.60	GATEWAY HOTEL - CONF. LODGING - MCLAUGHLIN
21855	06/30/15	CARDMEMBER SERVICES	51.98	KRAMER - WEED KILLER
21855	06/30/15	CARDMEMBER SERVICES	43.00	EBAY - JET TRUCK GAUGE
21856	06/30/15	MOORE, ANGIE	150.00	JUNE CLEANING SERVICES
21857	06/30/15	HAWKINS, INC.	1,901.16	ACRYLIC POLYMER
21858	06/30/15	SPRINGBROOK/ACCELA	355.30	MONTHLY WEB PYMT/CC FEES
21859	06/30/15	THE SCHNEIDER CORPORATION	2,400.00	GIS TRAINING/SUPPORT
21860	06/30/15	FLSMIDTH USA, INC.	6,526.63	KREBS CYCLONE - GRIT REMOVAL SYSTEM
21861	06/30/15	GRABINSKI, DOUG	150.00	LEGAL SERVICES

21862	06/30/15	MILLER, JOHN	10.35	2ND QTR 2015 MILEAGE
21863	06/30/15	LAHNER, STEPHEN	13.80	2ND QTR 2015 MILEAGE
21864	06/30/15	CLARK, TIM	18.98	2ND QTR 2015 MILEAGE
21865	06/30/15	MEYER, LOTHAR	3.45	2ND QTR 2015 MILEAGE
21866	06/30/15	WOLFRAM, JR., ROBERT	11.50	2ND QTR 2015 MILEAGE
21867	07/10/15	BMC AGGREGATES LLC	163.19	GRAVEL - PLANT ROADS
21868	07/10/15	ALLIANT ENERGY	2,724.35	ELECTRIC/GAS
21869	07/10/15	NAPA AUTO PARTS	124.51	FILTERS/OIL/JET TRUCK ADAPTER
21870	07/10/15	ICAP	34,103.22	PROPERTY INSURANCE PREMIUMS
21871	07/10/15	MARCO, INC.	39.82	COPIER MAINT. FEE
21872	07/10/15	ABSOLUTE WASTE REMOVAL	91.81	WASTE REMOVAL SERVICE
21873	07/10/15	FIVE STAR COOP	43.93	WEED KILLER
21874	07/10/15	AVESIS	202.54	VISION INSURANCE PREMIUMS
21875	07/10/15	HANCOCK COUNTY OIL	459.53	GAS
21876	07/10/15	ADVANCED DOOR SYSTEMS	152.00	BIG SHED DOOR REPAIRS
21877	07/15/15	ALLIANT ENERGY	14,350.29	ELECTRIC/GAS
21878	07/15/15	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
21879	07/15/15	HUBER SUPPLY CO.	189.44	WELDING HELMET/SHOP SUPPLIES
21880	07/15/15	PEKIN LIFE INSURANCE	549.26	LIFE INSURANCE PREMIUMS
21881	07/15/15	MOORE, ANGIE	150.00	JULY CLEANING SERVICES
			<u>144,899.14</u>	

**Clear Lake Sanitary District
Unpaid Invoices as of July 21, 2015**

Check #	Date	Vendor Name	Amount	Description
PENDING	7/21/15	ABC LOCK	155.46	PRETREATMENT BLDG LOCK REPAIR
PENDING	7/21/15	ALLIANT ENERGY	627.22	GAS/ELECTRIC BILLS
PENDING	7/21/15	CRESCENT ELECTRIC	105.54	CONDUIT/WIRE - SHOP STOCK
PENDING	7/21/15	CULVER-HAHN ELECTRIC	35.68	PLANT GENERATOR ADAPTER
PENDING	7/21/15	DOUG'S SMALL ENGINE	565.57	MOWER OIL & FILTERS/POWER PRUNER
PENDING	7/21/15	ELLIOTT EQUIPMENT	419.50	CAMERA TRUCK 6 PIN BULLET CONNECTOR
PENDING	7/21/15	ENGINEERED EQUIP. SOLUTIONS	2,216.38	SLUDGE LOADOUT PUMP PARTS
PENDING	7/21/15	FAREWAY	24.13	TEA/COFFEE/FILTERS
PENDING	7/21/15	FIVE STAR CO-OP	43.93	WEED KILLER
PENDING	7/21/15	GOODNATURE WORK STOP	114.99	EMPLOYEE BOOTS
PENDING	7/21/15	HAWKINS, INC.	742.50	ACRYLIC POLYMER
PENDING	7/21/15	HEALTHWORKS	294.00	EMPLOYEE AUDIOGRAMS
PENDING	7/21/15	ICS HEALY-RUFF	8,750.00	FLEX PLAN - JUL-SEPT '15 INSTALLMENT
PENDING	7/21/15	IOWA ONE CALL	65.80	IA ONE CALL LOCATE CHARGES
PENDING	7/21/15	LAKE AUTO PARTS	8.86	FUEL STABILIZER
PENDING	7/21/15	LANDFILL OF NORTH IOWA	380.99	GRIT/WASTE DISPOSAL
PENDING	7/21/15	NORTHERN BALANCE & SCALE	202.00	LAB EQUIPMENT CALIBRATION
PENDING	7/21/15	OFFICE ELEMENTS	73.80	COPY PAPER
PENDING	7/21/15	POTTER & BRANT PLC	645.00	JUNE REVENUE/RECEIPTS REVIEW
PENDING	7/21/15	SIMMONS PERRINE MOYER BER PLC	1,036.61	LEGAL SERVICES THRU 5/31/15
PENDING	7/21/15	SPRINGBROOK/ACCELA	15,404.40	V7 UPGRADE - PYMT #4/ANNUAL MAINT.
PENDING	7/21/15	SUPERIOR LUMBER, INC.	48.25	PARTS FOR SHOP DOORWAY
PENDING	7/21/15	UTILITY EQUIPMENT CO.	606.72	MAIN LINE SEWER PARTS
PENDING	7/21/15	WELLMARK BLUE CROSS	10,741.88	HEALTH INS PREMIUMS
PENDING	7/21/15	DUANE BRINKMAN TRUST	26.65	REFUND
PENDING	7/21/15	EVANS, AMANDA	41.20	REFUND
			<u>43,377.06</u>	