

**MINUTES OF BOARD OF TRUSTEES: August 18, 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:

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

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.

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

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

Item # 5. Approve July 21st, 2015 board meeting minutes. Motion by Clark, second by Meyer to approve the July 21st, 2015 board meeting minutes. Motion carried, all Trustees present voting 'aye'.

Lahner entered at 1:37 p.m.

Item # 6. Account #010390-000. The owner of this property had a fire hydrant hit by a truck, breaking a line underground. This line came after the water meter and based on averages resulted in 47,100 gallons of water going into the ground. The owner requested a credit for this usage. Motion by Clark, second by Meyer to approve a credit of \$102.21 or 47,100 gallons to account #010390-000 as the extra usage did not go down the sanitary sewer. Motion carried, all Trustees present voting 'aye'.

Item # 7. Early Retirement Incentive Program review. Grabinski noted that he was writing the agreement and had some specific questions regarding the compensation and insurance sections of the agreement. The Board directed Grabinski accordingly and tabled this item until next meeting.

Item # 8. Employee benefits. Moler stated that the dental premiums will not be changing this year as they're locked in for three years, and that the health insurance premiums are set to increase by only 1.54%. This is a savings of \$20,000 compared to what was budgeted.

Moler also explained that the budget for employee raises this year was 3.5% and Moler recommended a 3% raise to the Board. Moler noted that per his contract his annual wage increase is based upon the CPI index and that there was no increase this year. Moler continued by adding there were previous years where he took the lesser of the CPI index and what the

employees received for a raise. This has currently saved the District approximately \$30,000. Moler’s current salary is 4.72% less than his contract calls for. Moler asked the Board to consider him for a 2.36% raise and noted the district will continue to benefit in the amount of approximately \$2,400 per year.

Lastly, Moler discussed the vacation policy. Currently salaried employees start with two weeks of vacation as compared to 1 week for the non-salaried employees. Beyond this the vacation accrual is the same for salaried and non-salaried employees; three weeks after ten years of service, and four weeks after fifteen years. Moler asked to consider changing this so that salaried employees would now receive three weeks after five years and four weeks after ten years of service. This item was tabled until a future meeting.

Item # 9. Unfinished Business. No unfinished business discussed.

Item #10. Superintendent’s Report. Moler stated that Mr. Laabs has received his variance for his garage near Lift Station #4 and Moler has not heard from him at this time about how the garage will be situated and whether or not he would be interested in sharing a driveway with the District. The Board indicated they’d like a driveway installed regardless of what happens, if Laabs would allow the easement for it.

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

Item #12. Trustees Report. No report

There being no further business to discuss, motion by Meyer, second by Clark to adjourn. Motion carried, all Trustees present voting ‘aye’. Meeting adjourned at 2:52 p.m.

ATTEST:

Bobby, Wolfram, Jr., Clerk

Clear Lake Sanitary District
Standard Monthly Invoices already paid as of August 18, 2015

Check #	Date	Vendor Name	Amount	Description
EFT	07/09/15	POSTMASTER	225.00	ANNUAL POSTAL CERTIFICATION RENEWAL FEE
EFT	07/22/15	NET PAYROLL	14,194.99	07/22/15 NET PAYROLL
EFT	07/22/15	FEDERAL W/H	5,935.76	07/22/15 FEDERAL WITHHOLDING
EFT	07/22/15	DHS W/H	230.77	07/22/15 DHS WITHHOLDING
EFT	07/22/15	EMPLOYEE HSA CONTRIBUTIONS	180.00	07/22/15 EMPLOYEE HSA CONTRIBUTIONS
EFT	07/22/15	IPERS W/H	6,641.33	07/22/15 IPERS WITHHOLDING
EFT	07/22/15	IA DEPT. REV.	2,119.00	07/22/15 STATE W/H
EFT	08/05/15	NET PAYROLL	15,271.42	08/05/15 NET PAYROLL
EFT	08/05/15	FEDERAL W/H	6,188.12	08/05/15 FEDERAL WITHHOLDING
EFT	08/05/15	DHS W/H	230.77	08/05/15 DHS WITHHOLDING
EFT	08/05/15	EMPLOYEE HSA CONTRIBUTIONS	180.00	08/05/15 EMPLOYEE HSA CONTRIBUTIONS
EFT	08/05/15	POSTMASTER	1,407.86	AUG BILL MAILING
21908	07/29/15	ALLIANT ENERGY	1,662.46	ELECTRIC/GAS

21909	07/29/15	FEDERAL EXPRESS	73.21	SHIPPING CHARGES
21910	07/29/15	ESRI	2,000.00	ARCGIS ANNUAL LICENSE FEE
21911	07/29/15	BRASSE IMPLEMENT	74.46	MOWER BLADE
21912	07/29/15	AVESIS	202.54	VISION INSURANCE PREMIUMS
21913	07/29/15	WIN-911 SOFTWARE	395.00	WIN-911 ANNUAL MAINT. FEE
21914	07/29/15	PRINCIPAL FINANCIAL	897.03	DENTAL INSURANCE PREMIUMS
21915	07/29/15	CARDMEMBER SERVICES	(2,928.89)	STELLAR TRUCK & TRAILER - TRAILER RETURNED
21915	07/29/15	CARDMEMBER SERVICES	244.75	EBAY - MILLTRONICS PROBE
21915	07/29/15	CARDMEMBER SERVICES	805.05	USA BLUE BOOK - PUMP REPAIR KITS
21915	07/29/15	CARDMEMBER SERVICES	27.04	KRAMER - BLDG 30 BACKWASH PUMP PARTS
21915	07/29/15	CARDMEMBER SERVICES	16.48	KRAMER - LS#5 PARTS
21915	07/29/15	CARDMEMBER SERVICES	50.90	STAR EQUIPMENT - SERVICE TRUCK PARTS
21915	07/29/15	CARDMEMBER SERVICES	5.62	MIDWEST WHEEL - TRAILER ADAPTER
21915	07/29/15	CARDMEMBER SERVICES	38.00	EBAY - JET TRUCK GAUGE
21915	07/29/15	CARDMEMBER SERVICES	52.54	KRAMER - OFFICE WATER HEATER PARTS
21915	07/29/15	CARDMEMBER SERVICES	296.40	CL TEL - PHONE/INTERNET SERVICE
21915	07/29/15	CARDMEMBER SERVICES	68.14	VTEL - PHONE SERVICE
21915	07/29/15	CARDMEMBER SERVICES	412.54	ERA - LAB TESTING
21915	07/29/15	CARDMEMBER SERVICES	122.88	PLUMB SUPPLY - FURNACE FILTERS
21915	07/29/15	CARDMEMBER SERVICES	137.79	VERIZON - PLANT CELL/PC SERVICE
21915	07/29/15	CARDMEMBER SERVICES	1,201.01	NC LABS - LAB SUPPLIES
21915	07/29/15	CARDMEMBER SERVICES	9.98	KRAMER - FLAG POLE PARTS
21915	07/29/15	CARDMEMBER SERVICES	113.97	NETWORK SOLUTIONS - WEBSITE DOMAIN
21915	07/29/15	CARDMEMBER SERVICES	9.69	KRAMER - CAMERA TRUCK PARTS
21915	07/29/15	CARDMEMBER SERVICES	466.25	FISHER SCIENTIFIC - LAB SUPPLIES
21915	07/29/15	CARDMEMBER SERVICES	15.48	KRAMER - ANT KILLER/SCREWDRIVER
21915	07/29/15	CARDMEMBER SERVICES	8.99	KRAMER - PLANT SUPPLIES
21915	07/29/15	CARDMEMBER SERVICES	25.95	USA BLUE BOOK - COUPLING - SHOP STOCK
21915	07/29/15	CARDMEMBER SERVICES	140.46	USA BLUE BOOK - ADAPTERS/COUPLER - SHOP
21915	07/29/15	CARDMEMBER SERVICES	256.65	LANDS' END - EMPLOYEE UNIFORMS
21915	07/29/15	CARDMEMBER SERVICES	27.96	KRAMER - LS#2 & 3 BULBS
21915	07/29/15	CARDMEMBER SERVICES	16.00	KRAMER - LS#2 & 3 BULBS
21915	07/29/15	CARDMEMBER SERVICES	119.22	ULINE - SHOP DOOR STRIP KIT
21915	07/29/15	CARDMEMBER SERVICES	61.95	RADWELL - LS#7 HEATING ELEMENT
21915	07/29/15	CARDMEMBER SERVICES	108.40	EPLASTICS - PARTS FOR BLDG #30 FILTERS
21915	07/29/15	CARDMEMBER SERVICES	98.50	WEF - LAB/OPERATOR CERTIFICATION GUIDES
21915	07/29/15	CARDMEMBER SERVICES	38.03	AMAZON - OFFICE SUPPLIES
21916	07/29/15	MOORE, ANGIE	150.00	JULY CLEANING SERVICES
21917	07/29/15	CONSOLIDATED ENERGY	844.48	DIESEL - PLANT BARREL
21918	07/29/15	ACCELA, INC	392.35	WEB PYMT/CC FEES
21919	08/13/15	ALLIANT ENERGY	5,462.48	ELECTRIC/GAS
21920	08/13/15	HEARTLAND PAPER CO	42.16	TOILET PAPER
21921	08/13/15	IA DNR	1,275.00	ANNUAL NPDES PERMIT FEE
21922	08/13/15	PETTY CASH	127.37	PETTY CASH REIMBURSEMENT
21923	08/13/15	MARCO, INC.	32.05	COPIER MAINT. FEE
21924	08/13/15	TEST AMERICA	1,607.00	LAB TESTING
21925	08/13/15	ABSOLUTE WASTE REMOVAL	94.56	WASTE REMOVAL SERVICE
21926	08/13/15	MOORE, ANGIE	150.00	AUG CLEANING SERVICES
21927	08/13/15	HANCOCK COUNTY OIL	683.00	GAS
			<u>71,037.90</u>	

**Clear Lake Sanitary District
Unpaid Invoices as of August 18, 2015**

Check #	Date	Vendor Name	Amount	Description
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PENDING	8/18/15	ALLIANT ENERGY	1,541.28	GAS/ELECTRIC BILLS
PENDING	8/18/15	BOX5 MEDIA, LLC	540.00	ANNUAL EMAIL HOSTING FEE
PENDING	8/18/15	DIAMOND VOGEL	97.45	MEK N-4006 - VENTURA PROJECT
PENDING	8/18/15	ELLIOTT EQUIPMENT	536.20	CAMERA TRUCK PARTS
PENDING	8/18/15	FAREWAY	154.39	TEA/COFFEE/WATER FOR LAB
PENDING	8/18/15	FASTENAL	27.00	NOZZLE
PENDING	8/18/15	FIVE STAR CO-OP	43.93	WEED KILLER
PENDING	8/18/15	GOODNATURE WORK STOP	389.94	EMPLOYEE BOOTS
PENDING	8/18/15	HAWKINS, INC.	2,627.46	ACRYLIC POLYMER/CALCIUM HYDROXIDE
PENDING	8/18/15	HR DIRECT	69.99	FED/IA POSTER GUARD RENEWAL
PENDING	8/18/15	IOWA ONE CALL	63.30	IA ONE CALL LOCATE CHARGES
PENDING	8/18/15	J&J MACHINING WELDING & FAB.	20.53	PARTS FOR SBR SAMPLERS
PENDING	8/18/15	LANDFILL OF NORTH IOWA	242.11	GRIT/WASTE DISPOSAL
PENDING	8/18/15	NAPA	423.69	PARTS/SUPPLIES
PENDING	8/18/15	NIACC	50.00	REFRESHER COURSE - 2 EMPLOYEES
PENDING	8/18/15	QUALITY FLOW SYSTEMS, INC.	773.81	LS#2 PUMP #1 PARTS
PENDING	8/18/15	SUPERIOR LUMBER, INC.	150.50	PARTS FOR TRAILER REPAIRS
PENDING	8/18/15	WELLMARK BLUE CROSS	10,741.88	HEALTH INS PREMIUMS
PENDING	8/18/15	BROWN, TONY	58.09	REFUND
			<u>18,551.55</u>	