

MINUTES OF BOARD OF TRUSTEES: November 17, 2014
CLEAR LAKE SANITARY DISTRICT, CERRO GORDO COUNTY, IOWA

The meeting was called to order by Vice-President Tim Clark at 2:00 p.m. Clark 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, Trustee
Rich Piscopo, Attorney

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

Item # 1. Approve proposed agenda. Motion by Wolfram, 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 October 2014 Financial Statement. Motion by Wolfram, second by Meyer to approve the October 2014 Financial Statement. Motion carried, all Trustees present voting 'aye'.

Item # 4. Approve October 2014 Invoices. Motion by Meyer, second by Wolfram to approve the October 2014 Invoices. Motion carried, all Trustees present voting 'aye'.

Item # 5. Approve October 17th and 27th, 2014 board meeting minutes. Motion by Wolfram, second by Meyer to approve the October 17th and 27th, 2014 board meeting minutes. Motion carried, all Trustees present voting 'aye'.

Miller entered at 2:10 p.m.

Item # 6. HVAC & Lighting Upgrade.

- Change Order No. 1. Moler noted that this change order was brought to the board last August for 4 additional wallpack lights that were missed on the original drawings, at the cost of \$3,028.00. Moler said that the contractors went ahead and ordered the lights and installed them without approval. Moler and the Board discussed whether this should be paid considering they were installed without approval. No action taken at this time.
- Pay Request No. 5. Moler said that Pay Request No. 5 was in the amount of \$77,503. Moler recommended that this be paid as the project has reached substantial completion. Motion by Meyer, second by Clark to approve Pay Request No. 5 for payment. Motion carried, all Trustees present voting 'aye'.

Item # 7. Equipment Quotes.

- SBR Decanter Floats. Moler stated that the decanter floats on SBR's 1 and 2 were just replaced at the price of \$9,990. SBR's 3 and 4 also need new floats and the quote remains the same at \$9,990 for both floats with shipping. Motion by Clark, second by Wolfram to approve the SBR Decanter Float quote for \$9,990 for SBR's 3 and 4. Motion carried, all Trustees present voting 'aye'.
- Surveillance System. Moler reiterated that the cost of this project for all the lift stations and the plant would be roughly \$80,000. No action taken at this time.

Item # 8. Lift Station 5 Easement Request. Moler said he was still waiting on additional documentation for this item. Tabled until next meeting.

Item # 9. Certificate of Deposits.

- #262137 Renew. Moler stated that the District’s \$800,000 CD was coming due on November 21st. Moler recommended adding additional funds to the CD to make it \$1million and renewing it for anywhere from two to five years. Board directed Moler to request CD quotes of 24, 36, 48 and 60 months for \$1million. Once the quotes are received Moler is to discuss with Meyer in order to make a decision.
- #262335 Redeemed. Moler explained that this was the CD that was redeemed back in July for the Emergency Lift Station #2 Project. The Board had approved the redemption of this CD through email due to the time sensitivity of the project and now it needs to be approved publicly for record purposes. Motion by Clark, second by Meyer to officially acknowledge and approve the redemption of CD #262335 for use with the Lift Station #2 Emergency Force Main Project. Motion carried, all Trustees present voting ‘aye’.

Item #10. Employee Wage Review. Moler explained that Moore had requested his wage be reviewed based upon the average wages for his position, with his experience, in the area. Moler and the Board discussed and offered Moore a 9.923% raise. Moore accepted. Motion by Wolfram, second by Clark to approve the 9.923% raise for Moore. Motion carried, all Trustees present voting ‘aye’.

Item #11. Unfinished Business. No unfinished business to be discussed.

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

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

Item #12. Trustees Report. Clark mentioned having the annual Christmas Luncheon at his house, and tentatively set the date for either January 12th or January 17th. This will be discussed further at a later time.

There being no further business to discuss, motion by Clark, second by Meyer to adjourn. Motion carried, all Trustees present voting ‘aye’. Meeting adjourned at 3:55 p.m.

ATTEST:

Bobby, Wolfram, Jr., Clerk

Clear Lake Sanitary District
Standard Monthly Invoices already paid as of November 17, 2014

Check #	Date	Vendor Name	Amount	Description
EFT	10/29/14	NET PAYROLL	12,992.88	10/29/14 NET PAYROLL
EFT	10/29/14	FEDERAL W/H	5,418.85	10/29/14 FEDERAL WITHHOLDING
EFT	10/29/14	DHS W/H	230.77	10/29/14 DHS WITHHOLDING
EFT	10/29/14	EMPLOYEE HSA CONTRIBUTIONS	180.00	10/29/14 EMPLOYEE HSA CONTRIBUTIONS

EFT	10/29/14	IPERS W/H	8,771.84	10/29/14 IPERS WITHHOLDING
EFT	10/29/14	IA DEPT. REV.	2,855.00	10/29/14 STATE W/H
EFT	11/12/14	NET PAYROLL	13,527.77	11/12/14 NET PAYROLL
EFT	11/12/14	FEDERAL W/H	5,532.10	11/12/14 FEDERAL WITHHOLDING
EFT	11/12/14	DHS W/H	230.77	11/12/14 DHS WITHHOLDING
EFT	11/12/14	EMPLOYEE HSA CONTRIBUTIONS	180.00	11/12/14 EMPLOYEE HSA CONTRIBUTIONS
EFT	10/22/14	IA WORKFORCE DEVELOPMENT	179.34	3RD QTR 2014 UNEMPLOYMENT
EFT	10/22/14	IA DEPT. REV.	3,544.00	3RD QTR 2014 SALES TAX
21434	10/23/14	PETTY CASH	100.13	PETTY CASH REIMBURSEMENT
21435	10/23/14	PLUMB SUPPLY COMPANY	41.87	JET TRUCK COUPLING
21436	10/23/14	FEDERAL EXPRESS	153.26	SEPT/OCT SHIPPING CHARGES
21437	10/23/14	SPRINGBROOK	340.10	SEPT WEB PYMT/CC FEES
21438	10/23/14	PRINCIPAL FINANCIAL	990.06	DENTAL INSURANCE PREMIUMS
21439	10/23/14	CARDMEMBER SERVICES	(28.40)	KRAMER - PARTS RETURN
21439	10/23/14	CARDMEMBER SERVICES	(69.00)	KRAMER - LAB TUBING RETURN
21439	10/23/14	CARDMEMBER SERVICES	(150.00)	EBAY - PARTS REFUND
21439	10/23/14	CARDMEMBER SERVICES	72.77	USA BLUEBOOK - JET TRUCK PARTS
21439	10/23/14	CARDMEMBER SERVICES	114.79	HACH - LAB SUPPLIES
21439	10/23/14	CARDMEMBER SERVICES	38.40	AMAZON - OFFICE SUPPLIES
21439	10/23/14	CARDMEMBER SERVICES	1,014.28	NC LABS - LAB SUPPLIES
21439	10/23/14	CARDMEMBER SERVICES	28.40	KRAMER - SHOP SUPPLIES
21439	10/23/14	CARDMEMBER SERVICES	25.56	KRAMER - SHOP SUPPLIES
21439	10/23/14	CARDMEMBER SERVICES	250.15	SHOP WIPES/GARBAGE BAGS
21439	10/23/14	CARDMEMBER SERVICES	55.98	KRAMER - CHAIN SAW CHAIN
21439	10/23/14	CARDMEMBER SERVICES	285.34	CLTEL - PHONE/INTERNET
21439	10/23/14	CARDMEMBER SERVICES	63.74	VTEL - PHONE
21439	10/23/14	CARDMEMBER SERVICES	280.70	CID - KIM WIPES/SHOP WIPES
21439	10/23/14	CARDMEMBER SERVICES	188.81	VERIZON - PLANT CELL/CPU SERVICE
21439	10/23/14	CARDMEMBER SERVICES	204.90	USA BLUEBOOK - LOCATE FLAGS
21439	10/23/14	CARDMEMBER SERVICES	138.00	KRAMER - LAB TUBING
21439	10/23/14	CARDMEMBER SERVICES	398.00	SHOOTING STAR - PRAIRIE GRASS SEED
21439	10/23/14	CARDMEMBER SERVICES	2,321.00	UV DOCTOR - UV BULBS & SLEEVES
21439	10/23/14	CARDMEMBER SERVICES	1,996.00	UV DOCTOR - UV BULBS
21439	10/23/14	CARDMEMBER SERVICES	150.00	EBAY - ELECTRIC HEATER FOR LS#11
21439	10/23/14	CARDMEMBER SERVICES	229.47	FLOW LINE - PLANT EQ GEAR ASSEMBLY
21439	10/23/14	CARDMEMBER SERVICES	204.14	USA BLUEBOOK - BLDG 30 PARTS
21439	10/23/14	CARDMEMBER SERVICES	156.54	HACH - LAB SUPPLIES
21439	10/23/14	CARDMEMBER SERVICES	235.69	EMEDCO - SIGNS
21439	10/23/14	CARDMEMBER SERVICES	94.79	HACH - LAB SUPPLIES
21439	10/23/14	CARDMEMBER SERVICES	51.11	NC LABS - LAB SUPPLIES
21439	10/23/14	CARDMEMBER SERVICES	363.45	LANDS' END - EMPLOYEE UNIFORMS
21439	10/23/14	CARDMEMBER SERVICES	126.99	FISHER SCIENTIFIC - LAB SUPPLIES
21439	10/23/14	CARDMEMBER SERVICES	68.82	AMAZON - OFFICE SUPPLIES
21439	10/23/14	CARDMEMBER SERVICES	2,477.67	EBAY - WEST DECANT PUMP
21439	10/23/14	CARDMEMBER SERVICES	11.98	KRAMER - PLANT SUPPLIES
21439	10/23/14	CARDMEMBER SERVICES	159.31	INTERSTATE ALL BATTERY - BACKUP BATTERIES
21439	10/23/14	CARDMEMBER SERVICES	(1,000.00)	CREDIT CARD POINTS REDEMPTION
21440	10/23/14	MOORE, ANGIE	150.00	10/19 CLEANING SERVICES
21441	10/23/14	NOVAK, CHAD	1.00	REFUND
21442	10/23/14	RUSSEL, ANNA	69.00	REFUND
21443	11/03/14	ALLIANT ENERGY	1,406.30	ELECTRIC/GAS
21444	11/03/14	SOUTH SHORE PITSTOP	887.19	GAS
21445	11/03/14	ICS HEALY-RUFF	6,159.00	RADIO ANTENNA PANEL
21446	11/03/14	GLEN'S TIRE SERVICE	90.00	BALANCE/ROTATE TIRES - TRUCK #2
21447	11/03/14	YUNEK LAW FIRM	80.00	LEGAL SERVICES
21448	11/03/14	CRESCENT ELECTRIC	121.55	RADIO TOWER PROJ PARTS

21449	11/03/14	AVESIS	189.27	VISION INS PREMIUMS
21450	11/03/14	MOORE, ANGIE	150.00	10/31 CLEANING SERVICES
21451	11/03/14	CONSOLIDATED ENERGY	2,463.30	DIESEL - PLANT/PORTABLE TANKS
21452	11/03/14	ALVINE & ASSOCIATES, INC.	7,101.35	ENGINEERING - CONTROLS UPGRADE PROJ.
21453	11/06/14	POSTMASTER	1,344.50	NOV BILL MAILING
21454	11/11/14	ALLIANT ENERGY	8,262.23	ELECTRIC/GAS
21455	11/11/14	MARCO, INC.	32.10	OCT COPIER MAINTENANCE
21456	11/11/14	IOWA NETWORK SERVICES	12.99	NOV HOSTING SERVICE
21457	11/11/14	WELLMARK	11,045.88	HEALTH INS PREMIUMS
21458	11/11/14	ABSOLUTE WASTE REMOVAL	91.81	NOV TRASH/RECYCLE SERVICE
21459	11/11/14	TERRY FLICK, SNAP-ON TOOLS	46.50	PREP BELT
21460	11/11/14	R COMM WIRELESS	50,051.00	RADIO TOWER/RADIOS
21461	11/11/14	HANCOCK COUNTY OIL	351.15	GAS
21462	11/11/14	RIVER CITY COMMUNICATIONS	761.00	PARTS/LABOR - RADIO TOWER PROJ.
			<u>156,695.24</u>	

**Clear Lake Sanitary District
Unpaid Invoices as of November 17, 2014**

Check #	Date	Vendor Name	Amount	Description
PENDING	11/17/14	ADVANCE NETWORKING SERVICES	225.00	PC SUPPORT/PC INSTALL
PENDING	11/17/14	AMERICAN SOLUTIONS FOR BUSINESS	1,538.14	BILLING CARDS
PENDING	11/17/14	BREWER ENGINEERING CONSULTANTS	2,711.08	HVAC/LIGHTING ENGINEERING SERVICES
PENDING	11/17/14	FAREWAY	49.95	OIL FOR LS PUMPS
PENDING	11/17/14	GRP & ASSOCIATES	96.50	LAB WASTE DISPOSAL
PENDING	11/17/14	LANDFILL OF NORTH IOWA	251.10	GRIT/WASTE DISPOSAL
PENDING	11/17/14	LMK TECHNOLOGIES, LLC	3,752.00	LMT SADDLE KIT/AUGER POWERHEAD
PENDING	11/17/14	MIDWEST PIPE SUPPLY	79.32	SEWER PIPE/ENDCAP
PENDING	11/17/14	MIKE'S C&O TIRE	592.32	TIRES FOR TRUCK #2
PENDING	11/17/14	MUNICIPAL SUPPLY INC	215.53	1" WATER METER
PENDING	11/17/14	NAPA	798.69	PARTS/SUPPLIES
PENDING	11/17/14	PUEGGEL, GRANT	200.00	FYE 6/30/15 BOOT REIMBURSEMENT
PENDING	11/17/14	TEST AMERICA	2,326.50	LAB TESTING
PENDING	11/17/14	BEARD ESTATE, ELAINE	3.21	REFUND
PENDING	11/17/14	CHRISTENSEN, RAYMOND L	64.97	REFUND
PENDING	11/17/14	GEORGE, GLORIA	11.62	REFUND
PENDING	11/17/14	HOOD LAKE LLC	5.00	REFUND
PENDING	11/17/14	MITCHELL, KATY	6.91	REFUND
			<u>12,927.84</u>	