

MINUTES OF BOARD OF TRUSTEES: November 17, 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)

Absent: Steve Lahner
Taylor Moore

Also present: Kevin Moler, Administrator/Superintendent

Item # 1. Approve proposed agenda. Motion by Clark, second by Wolfram 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 2015 Financial Statement. Motion by Clark, second by Meyer to approve the October 2015 Financial Statement. Motion carried, all Trustees present voting 'aye'.

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

Item # 5. Approve October 20th, 2015 board meeting minutes. Motion by Clark, second by Wolfram to approve the October 20th, 2015 board meeting minutes. Motion carried, all Trustees present voting 'aye'.

Item # 6. Equipment Replacement. Moler reviewed the replacement of three equipment items with the board: portable generator, dump truck and skid loader. Moler indicated that the one of the portable generators was scheduled to be replaced in 2014 and there was approximately \$65,000 available for this replacement. The dump truck was also scheduled for replacement in 2014. There is approximately \$80,000 available in the replacement fund, including trade-in to replace this truck. The skid loader was scheduled to be replaced in 2011 with approximately \$40,000 available including the trade-in. Moler told the board that the dump truck and the skid load have low miles/hours and are in great condition. Moler does not recommend replacing these two items at this time. Moler stated that the smaller generator should be replaced but there is no hurry. Moler recommended that we purchase a 200 KW generator which will back up of our sites except Lift Stations 5 and 8 and the treatment plant. Moler stated that our large portable generator, with low hours is available to back up Lift Station 5 and 8 and the treatment plant. Moler said that we have had good luck with lightly used generators and said that he would keep an eye on what is available and make a recommendation when he finds the generator that meets our need. The board agreed with all replacement recommendations.

Item # 7. Employee compensation and benefits program. Moler informed the board that they had received a copy of his employment contract which they wanted before addressing Moler's requested raise of 2.36%. Clark informed the board that Trustee Lahner who is not present today expressed a request for the board to wait to vote on Moler's raise so the board as a whole can discuss the contract at a workshop. The board decided to table Moler's raise.

Moler presented the board with a request from the employee eligible for retirement. The employee is asking for the board to continue paying the \$40 per month towards the employee’s life insurance policy premium until the employee reaches the age of 65. Moler stated the premium contribution amount would total \$1,320 (\$40 x 33 months). Motion by Meyer, second Clark to approve including in the Retirement Agreement a one-time payment of \$1,320 to cover the employee’s life insurance premium until the employee reaches the age of 65, but only if the employee agrees to not extend the 45 day Agreement acceptance period. Motion carried, all trustees present voting ‘aye’.

Item #11. Superintendent’s Report. Moler informed the board that the controls upgrade installation will begin within the next couple of weeks. We will have to shut the treatment plant down while the new controls are installed. Moler said we will be filling our equalization basin during this process that may take 4 to 5 days.

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

Item #13. Trustees Report. Meyer reported that Farmers State Bank is offering 3 year CD rates of 1.36%. Moler stated that he will follow up with FSB and inform the board of the current CD rate status. Moler said that if we pay a 3 month penalty to get out of our existing CD and re-invest in 1.36% we could earn about \$4,000 per year more.

Clark told the board that he recently discovered that someone that had an interest in developing at the Mason City Airport abruptly lost interest when they found out sanitary sewer facilities were not available. The board discussed development and maximizing the sewer facilities that we installed (Lift Station 11) in 2007. The board agreed adding industries at the airport would help utilize the sanitary sewer system. Clark asked Moler to set up a meeting with airport personnel, Flory and the mayor and this board to discuss preparing a shovel-ready project that would connect the airport sanitary sewer system to the Clear Lake Sanitary District’s Lift Station 11 so that in the event another industry becomes interested in building at the airport the sewer project would not be a deal breaker.

There being no further business to discuss, motion by Lahner, second by Clark to adjourn. Motion carried, all Trustees present voting ‘aye’. Meeting adjourned at 3:07 p.m.

ATTEST:

Bobby Wolfram, Jr., Clerk

**Clear Lake Sanitary District
Standard Monthly Invoices already paid as of November 17, 2015**

Check #	Date	Vendor Name	Amount	Description
EFT	10/28/15	NET PAYROLL	13,876.00	10/28/15 NET PAYROLL
EFT	10/28/15	FEDERAL W/H	5,857.62	10/28/15 FEDERAL WITHHOLDING
EFT	10/28/15	DHS W/H	230.77	10/28/15 DHS WITHHOLDING
EFT	10/28/15	EMPLOYEE HSA CONTRIBUTIONS	180.00	10/28/15 EMPLOYEE HSA CONTRIBUTIONS

EFT	10/28/15	IPERS W/H	6,490.99	10/28/15 IPERS WITHHOLDING
EFT	10/28/15	IA DEPT. REV.	2,086.00	10/28/15 STATE W/H
EFT	11/05/15	POSTMASTER	1,405.42	NOV BILL MAILING
EFT	11/11/15	NET PAYROLL	15,430.89	11/11/15 NET PAYROLL
EFT	11/11/15	FEDERAL W/H	6,267.57	11/11/15 FEDERAL WITHHOLDING
EFT	11/11/15	DHS W/H	230.77	11/11/15 DHS WITHHOLDING
EFT	11/11/15	EMPLOYEE HSA CONTRIBUTIONS	180.00	11/11/15 EMPLOYEE HSA CONTRIBUTIONS
22052	11/03/15	BMC AGGREGATES LLC	311.92	GRAVEL FOR SEWER LINE MAINT.
22053	11/03/15	ALLIANT ENERGY	1,972.34	ELECTRIC/GAS
22054	11/03/15	TEST AMERICA	1,235.00	SEPT/OCT LAB TESTING
22055	11/03/15	FEDERAL EXPRESS	96.53	OCT SHIPPING CHARGES
22056	11/03/15	FLOYD & LEONARD	18.85	CARB KIT
22057	11/03/15	PRINCIPAL FINANCIAL	897.03	NOV DENTAL INSURANCE PREMIUMS
22058	11/03/15	MASON CITY RED POWER	93.85	PARTS/SUPPLIES
22059	11/03/15	CARDMEMBER SERVICES	(23.75)	LANDS' END - RETURNED EMPLOYEE UNIFORMS
22059	11/03/15	CARDMEMBER SERVICES	(8.99)	KRAMER - RETURNED BULB
22059	11/03/15	CARDMEMBER SERVICES	(24.89)	FLEET FARM - RETURNED CHAINSAW CHAIN
22059	11/03/15	CARDMEMBER SERVICES	35.06	AMAZON - OFFICE/LAB SUPPLIES
22059	11/03/15	CARDMEMBER SERVICES	296.24	CL TEL - PHONE/INTERNET SERVICE
22059	11/03/15	CARDMEMBER SERVICES	68.08	VTEL - PHONE SERVICE
22059	11/03/15	CARDMEMBER SERVICES	149.77	AMAZON - BLDG #30 RUST CONVERTER
22059	11/03/15	CARDMEMBER SERVICES	180.00	UI STATE HYGENIC LAB - LAB SYMPOSIUM (2)
22059	11/03/15	CARDMEMBER SERVICES	965.17	NCLABS - LAB SUPPLIES
22059	11/03/15	CARDMEMBER SERVICES	137.82	VERIZON - PLANT CELL/CPU SERVICE
22059	11/03/15	CARDMEMBER SERVICES	492.05	HACH - LAB SUPPLIES
22059	11/03/15	CARDMEMBER SERVICES	18.98	KRAMER - BUG FOGGERS
22059	11/03/15	CARDMEMBER SERVICES	24.99	KRAMER - SANDING MASKS
22059	11/03/15	CARDMEMBER SERVICES	250.00	IA CHAPTER IAEI CLASS - PUEGGEL
22059	11/03/15	CARDMEMBER SERVICES	8.99	KRAMER - LAB BULBS
22059	11/03/15	CARDMEMBER SERVICES	27.98	KRAMER - LAB BULBS
22059	11/03/15	CARDMEMBER SERVICES	39.60	AMAZON - HAND SOAP
22059	11/03/15	CARDMEMBER SERVICES	74.99	BEST BUY - WIRELESS ROUTER
22059	11/03/15	CARDMEMBER SERVICES	23.75	LANDS' END - UNIFORMS
22059	11/03/15	CARDMEMBER SERVICES	13.99	KRAMER - CHAINSAW OIL
22059	11/03/15	CARDMEMBER SERVICES	119.00	CID - LAB WIPERS/GLOVES
22059	11/03/15	CARDMEMBER SERVICES	19.98	KRAMER - BLDG 30 PAINT
22059	11/03/15	CARDMEMBER SERVICES	551.33	THERMOWORKS - THERMOMETER/BATTERIES
22059	11/03/15	CARDMEMBER SERVICES	158.47	AMAZON - LAB/OFFICE SUPPLIES
22059	11/03/15	CARDMEMBER SERVICES	102.83	FLEET FARM - SHOP SUPPLIES
22059	11/03/15	CARDMEMBER SERVICES	6.98	KRAMER - LS#1 PARTS
22059	11/03/15	CARDMEMBER SERVICES	99.99	FLEET FARM - CHAINSAW CHAIN SHARPENER
22060	11/03/15	NORTH IOWA SEPTIC SOLUTIONS	1,750.00	EQ BASIN HYDRANT REPAIR
22061	11/03/15	CONSOLIDATED ENERGY	1,072.26	DIESEL FUEL
22062	11/03/15	SIMMONS PERRINE MOYER	671.00	LEGAL SERVICES
22063	11/03/15	LAKE AUTO PARTS, INC.	31.28	LAWN SPAYER PARTS
22064	11/03/15	ACCELA, INC.	803.70	CREDIT CARD/WEB PYMT FEES
22065	11/03/15	SJE RHOMBUS	8,750.00	SERVICE FLEX PLAN - INSTALLMENT #2
22066	11/03/15	R & R GAS & REPAIR	500.00	WRECKER SERVICES - JET TRUCK
22067	11/03/15	OPPORTUNITY VILLAGE	308.14	REFUND
22068	11/03/15	THOMPSON FAMILY REALTY #1	405.36	REFUND
22069	11/03/15	THOMPSON FAMILY REALTY #1	405.36	REFUND
22070	11/03/15	THOMPSON FAMILY REALTY #1	405.36	REFUND
22071	11/03/15	THOMPSON FAMILY REALTY #1	375.64	REFUND
22072	11/10/15	ALLIANT ENERGY	11,252.54	ELECTRIC/GAS
22073	11/03/15	PETTY CASH	138.63	REIMBURSEMENT - POSTAGE/SUPPLIES
22074	11/03/15	MARCO, INC.	28.35	COPIER MAINT. FEE

22075	11/03/15	ABSOLUTE WASTE	189.12	OCT & NOV WASTE REMOVAL SERVICE
22076	11/03/15	ZIEGLER, INC.	775.82	LS #2 GENERATOR MAINTENANCE
22077	11/03/15	AVESIS	107.98	NOV VISION INS PREMIUMS
22078	11/03/15	HANCOCK COUNTY OIL	503.39	GAS
			<u>89,143.89</u>	

**Clear Lake Sanitary District
Unpaid Invoices as of November 17, 2015**

Check #	Date	Vendor Name	Amount	Description
PENDING	11/17/15	ACCELA	385.70	OCT WEB PYMT & CREDIT CARD FEES
PENDING	11/17/15	B&F FASTENER SUPPLY	4.66	SERVICE TRUCK PARTS
PENDING	11/17/15	CONSOLIDATED ENERGY	196.50	KEROSENE/D.E.F.
PENDING	11/17/15	DOUG'S SMALL ENGINE	81.90	TORO MOWER SERVICE
PENDING	11/17/15	FAREWAY	25.32	COFFEE
PENDING	11/17/15	GOODNATURE WORK STOP	579.86	EMPLOYEE BOOTS
PENDING	11/17/15	HAWKINS, INC.	1,901.16	ACRYLIC POLYMER
PENDING	11/17/15	HUBER SUPPLY CO.	390.00	CYLINDER LEASES
PENDING	11/17/15	IOWA ONE CALL	115.20	IA ONE CALL LOCATE CHARGES
PENDING	11/17/15	LANDFILL OF NORTH IOWA	307.83	GRIT/FISH STATION WASTE DISPOSAL
PENDING	11/17/15	LMK TECHNOLOGIES, LLC	1,658.00	LMT SADDLE KIT/CARBIDE CORE-SAW
PENDING	11/17/15	MECAHNICAL AIR SYSTEMS	803.12	BACKFLOW TESTING
PENDING	11/17/15	MIDWEST PIPE SUPPLY	47.00	PARTS FOR HYDRANT REPAIR
PENDING	11/17/15	NAPA	72.36	PARTS/SUPPLIES
PENDING	11/17/15	PLUMB SUPPLY CO.	43.33	PUMP HOSE NIPPLE
PENDING	11/17/15	SJE RHOMBUS	6,745.73	COMPONENTS - CONTROLS UPGRADE PROJ.
PENDING	11/17/15	STRATA-TECH, INC.	570.21	KLEEN PURGE/INJECTION RESIN
PENDING	11/17/15	FITZ, DOUG	2.98	REFUND
PENDING	11/17/15	LARSON, JACK	24.29	REFUND
PENDING	11/17/15	VERIDIAN CREDIT UNION	4.63	REFUND
			<u>13,959.78</u>	