

**MINUTES OF BOARD OF TRUSTEES: December 16, 2014**  
**CLEAR LAKE SANITARY DISTRICT, CERRO GORDO COUNTY, IOWA**

The meeting was called to order by President John Miller at 2:00 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, Trustee

Absent: Taylor Moore, Accountant

Also present: Kevin L Moler, Superintendent  
Rich Piscopo, Attorney  
Kristi Brant, CPA, Potter & Brant, PLC

Item # 1. Amend proposed agenda. Agenda needed to be amended to add Change Order No. 2 underneath Item #7 on the Agenda. Motion by Clark, second by Meyer to approve the addition of Change Order No. 2 under Item #7 on the agenda. Motion carried, all Trustees present voting aye.

Item # 2. Approve proposed agenda. Motion by Clark, second by Lahner to approve the amended proposed agenda. Motion carried, all Trustees present voting 'aye'.

Item # 3. Opportunity for public to speak on items not on the agenda.  
No public to speak on items not on the agenda.

Item # 4. Approve November 2014 Financial Statement. Motion by Clark, second by Lahner to approve the November 2014 Financial Statement. Motion carried, all Trustees present voting 'aye'.

Item # 5. Approve November 2014 Invoices. Motion by Clark, second by Meyer to approve the November 2014 Invoices. Motion carried, all Trustees present voting 'aye'.

Item # 6. Approve November 17<sup>th</sup>, 2014 board meeting minutes. Motion by Clark, second by Lahner to approve the November 17<sup>th</sup>, 2014 board meeting minutes. Motion carried, all Trustees present voting 'aye'.

Item # 7. FY 2014 Audit Report. Brant presented the FY 2014 Audit Report. Highlights from the audit included the following: An increase in operating revenues by 0.7% from fiscal year 2013 to fiscal year 2014, an increase in operating expenses by 14.7% from fiscal year 2013 to fiscal year 2014, and an increase in net position of 0.6% from 2013 to 2014. Motion by Clark, second by Meyer to approve the FY 2014 Audit Report. Motion carried, all Trustees present voting 'aye'.

Item # 8. HVAC & Lighting Upgrade.

- Change Order No. 1. Moler noted again that this change order was for 4 additional wallpack lights that were missed on the original contract, at the cost of \$3,028.00. Moler said that the contractors went ahead and ordered the lights and installed them without approval. Moler discovered that the lights cost approximately \$454 each. Moler and the Board decided that the paperwork fees, \$144, and our cleaning fees for their mess after installation of lights and switches that the contractor did not clean up, \$300, should be deducted from the change order. That brings the change order to \$2,584.00. The Board

rounded this to \$2,600.00. Motion by Clark, second by Meyer to approve Change Order No. 1 in the amount of \$2,600.00. Motion carried, all Trustees present voting 'aye'.

- Change Order No. 2. Change Order No. 2 was for \$1,054.00 for an air separator. The original air separator was in working condition and could have been used with the project. The contractors removed the old one and took it with them. The old boilers and all the other piping is still in the District's scrap pile, however the original air separator was removed and taken by the contractors. Motion by Meyer, second by Clark to reject Change Order No. 2. Motion carried, all Trustees present voting 'aye'.
- Pay Request No. 6. Moler said that Pay Request No. 6 was in the amount of \$50350. This leaves approximately \$22,000 remaining on the project. Motion by Clark, second by Lahner to approve Pay Request No. 6 for payment. Motion carried, all Trustees present voting 'aye'.

Item # 9. Account Adjustment, 006587-000. Moler explained that this property was having some road work done in the area, affecting their water line. Because of this a temporary water line was ran above ground to the property. To prevent this from freezing water had to be run continuously. Moler indicated that the credit reflects the average use for this period last year. Motion by Clark, second by Lahner to approve the account adjustment for account number 006587-000, a credit of 12,900 gallons or \$27.99. Motion carried, all Trustees present voting 'aye'.

Item #10. Lift Station 5 Easement. Moler discussed the easement briefly. Moler also stated that the documents required have not been presented to him. This item was tabled until next meeting.

Item #11. 2015 Clear Lake Area Chamber Dues. Motion by Clark, second by Lahner to approve the 2015 Clear Lake Area Chamber Dues. Motion carried, all Trustees present voting 'aye'.

Item #12. Unfinished Business. No unfinished business to be discussed.

Item #13. Superintendent's Report.

- CD #262152. Moler noted there is a \$500,000 CD coming due on the 21<sup>st</sup> of December and recommended holding onto it and putting it in the District's money market account based upon upcoming expenses with no other CD's coming due in the near future. Motion by Meyer, second by Clark to not renew the CD and put the money in the District's money market account. Motion carried, all Trustees present voting 'aye'.
- FY 2016 Draft Budget. Moler did a quick review of the draft budget. Moler recommended having a workshop to fully cover the budget. Moler and the Board tentatively scheduled a budget workshop for January 9<sup>th</sup>, 2015 at 11:00 a.m.

Item #14. Attorney's Report. No report.

Item #15. Trustees Report. Trustees discussed ideas on a potential employee early retirement plan.

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 4:17 p.m.

ATTEST:

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Bobby, Wolfram, Jr., Clerk

**Clear Lake Sanitary District**  
**Standard Monthly Invoices already paid as of December 16, 2014**

Check #	Date	Vendor Name	Amount	Description
EFT	11/26/14	NET PAYROLL	12,522.40	11/26/14 NET PAYROLL
EFT	11/26/14	FEDERAL W/H	5,246.75	11/26/14 FEDERAL WITHHOLDING
EFT	11/26/14	DHS W/H	230.77	11/26/14 DHS WITHHOLDING
EFT	11/26/14	EMPLOYEE HSA CONTRIBUTIONS	180.00	11/26/14 EMPLOYEE HSA CONTRIBUTIONS
EFT	11/26/14	IPERS W/H	5,943.13	11/26/14 IPERS WITHHOLDING
EFT	11/26/14	IA DEPT. REV.	1,912.00	11/26/14 STATE W/H
EFT	12/01/14	BANKERS TRUST	11,616.25	P&I REVENUE BOND
EFT	12/01/14	BANKERS TRUST	250.00	AGENT FEE
EFT	12/01/14	BANKERS TRUST	268,087.50	P&I G.O. BOND
EFT	12/01/14	BANKERS TRUST	250.00	AGENT FEE
EFT	12/10/14	NET PAYROLL	13,721.63	12/10/14 NET PAYROLL
EFT	12/10/14	FEDERAL W/H	5,498.46	12/10/14 FEDERAL WITHHOLDING
EFT	12/10/14	DHS W/H	230.77	12/10/14 DHS WITHHOLDING
EFT	12/10/14	EMPLOYEE HSA CONTRIBUTIONS	180.00	12/10/14 EMPLOYEE HSA CONTRIBUTIONS
21481	11/19/14	IOWA ONE CALL	77.40	ONE CALL CHARGES
21482	11/19/14	DATA TECHNOLOGIES	2,249.51	2015 LICENSE/SUPPORT FEE
21483	11/19/14	MECHANICAL AIR SYSTEMS	72,624.65	HVAC/LIGHTING UPGRADE - PAY APP #5
21484	11/19/14	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
21485	11/19/14	WELLMARK BLUE CROSS	11,045.88	HEALTH INS PREMIUMS
21486	11/19/14	J&J MACHINE WELDING	514.97	WEST DECANT STATION PUMP PLATE/ADAPTER
21487	11/19/14	SPRINGBROOK SOFTWARE	354.35	WEB PAYMENT & CREDIT CARD FEES
21488	11/19/14	PEKIN LIFE INSURANCE	549.26	LIFE INSURANCE PREMIUMS
21489	11/19/14	QUALITY FLOW SYSTEMS, INC.	1,360.94	WEST DECANT STATION PUMP PARTS
21490	11/19/14	MOORE, ANGIE	150.00	CLEANING SERVICES
21491	11/19/14	SUPERIOR LUMBER, INC.	59.47	PLYWOOD/PARTS - GRIT MIXER
21492	11/19/14	HAWKINS, INC.	950.58	ACRYLIC POLYMER
21493	11/21/14	FARMER'S STATE BANK	182,232.43	FUNDS FOR CD
21494	12/04/14	ALLIANT ENERGY	246.72	ELECTRIC/GAS
21495	12/04/14	NAPA	525.43	PARTS/SUPPLIES
21496	12/04/14	LANDFILL OF NORTH IOWA	31.00	GRIT DISPOSAL
21497	12/04/14	HEARTLAND PAPER CO.	104.20	ICE MELT
21498	12/04/14	CRESCENT ELECTRIC	397.69	SHOP SUPPLIES/LIFT STATION 5&8 PARTS
21499	12/04/14	VAN METER, INC.	148.80	STARTER HEATER FOR BOILER PUMPS
21500	12/04/14	TEST AMERICA	1,305.75	LAB TESTING
21501	12/04/14	FEDERAL EXPRESS	116.47	SHIPPING CHARGES
21502	12/04/14	ABSOLUTE WASTE REMOVAL	91.81	WASTE REMOVAL
21503	12/04/14	TERRY FLICK, SNAP-ON TOOLS	118.75	SOCKET SET/TOOLS
21504	12/04/14	AVESIS	189.27	VISION INS PREMIUMS
21505	12/04/14	SPRINGBROOK SOFTWARE	4,200.00	VERSION 7 UPGRADE - INSTALLMENT #3
21506	12/04/14	PRINCIPAL FINANCIAL	804.00	DENTAL INSURANCE PREMIUMS
21507	12/04/14	CARDMEMBER SERVICES	180.02	IDEXX - LAB SUPPLIES
21507	12/04/14	CARDMEMBER SERVICES	53.50	WEF - COLLECTION SYSTEMS OPERATORS GUIDE

21507	12/04/14	CARDMEMBER SERVICES	87.17	KRAMER - BLDG 30/TOWER PROJECT PARTS
21507	12/04/14	CARDMEMBER SERVICES	49.53	IDEXX - LAB SUPPLIES
21507	12/04/14	CARDMEMBER SERVICES	285.57	CLTEL - PHONE/INTERNET
21507	12/04/14	CARDMEMBER SERVICES	63.82	VTEL - PHONE
21507	12/04/14	CARDMEMBER SERVICES	136.03	INTERSTATE ALL BATTERY - BACKUP BATTERY
21507	12/04/14	CARDMEMBER SERVICES	31.00	LANDS' END - EMPLOYEE UNIFORMS
21507	12/04/14	CARDMEMBER SERVICES	14.98	KRAMER - ROPE - JET TRUCK
21507	12/04/14	CARDMEMBER SERVICES	46.25	VENTURA MART - GAS
21507	12/04/14	CARDMEMBER SERVICES	5,000.00	IA PUMP WORKS - LS#7 PUMP
21507	12/04/14	CARDMEMBER SERVICES	233.93	US CARGO CONTROL - SERVICE TRUCK SLING
21507	12/04/14	CARDMEMBER SERVICES	188.82	VERIZON - PLANT CELL/CPU SERVICE
21507	12/04/14	CARDMEMBER SERVICES	20.97	MENARDS - LASER/LEVEL - JET TRUCK
21507	12/04/14	CARDMEMBER SERVICES	222.52	USA BLUE BOOK - PLANT SUPPLIES
21507	12/04/14	CARDMEMBER SERVICES	109.99	KRAMER - BREAKROOM COFFEE MAKER
21507	12/04/14	CARDMEMBER SERVICES	75.50	LANDS' END - EMPLOYEE UNIFORMS
21507	12/04/14	CARDMEMBER SERVICES	358.51	IA PUMP WORKS - LS#2 GASKETS
21507	12/04/14	CARDMEMBER SERVICES	23.39	KRAMER - RADIO TOWER PROJECT PARTS
21507	12/04/14	CARDMEMBER SERVICES	41.86	THERMOWORKS - THERMOMETER CALIBRATION
21507	12/04/14	CARDMEMBER SERVICES	1,049.00	DELL - OFFICE PC
21507	12/04/14	CARDMEMBER SERVICES	9,990.00	AQUA AEROBIC SYS. - SBR 3&4 DECANTER FLOATS
21507	12/04/14	CARDMEMBER SERVICES	153.75	LANDS' END - EMPLOYEE UNIFORMS
21507	12/04/14	CARDMEMBER SERVICES	151.36	AMAZON - CALENDARS
21507	12/04/14	CARDMEMBER SERVICES	28.00	CASEY'S - GAS
21507	12/04/14	CARDMEMBER SERVICES	38.99	KRAMER - SNOW SHOVEL
21507	12/04/14	CARDMEMBER SERVICES	33.25	KUM & GO - GAS
21507	12/04/14	CARDMEMBER SERVICES	138.00	KRAMER - VINYL TUBING
21507	12/04/14	CARDMEMBER SERVICES	1.79	KRAMER - COMET FOR LAB
21508	12/04/14	MOORE, ANGIE	150.00	CLEANING SERVICES
21509	12/04/14	B&F FASTENER SUPPLY	67.03	SHOP - NUTS/BOLTS
21510	12/04/14	CONSOLIDATED ENERGY	634.20	OIL FOR BLOWERS
21511	12/04/14	HANCOCK COUNTY OIL	286.16	GAS
21512	12/05/14	POSTMASTER	1,349.26	DEC BILL MAILING
21513	12/05/14	PETTY CASH	140.68	PETTY CASH REIMB. - STAMPS/POSTAGE/SUPPLIES
			<u>627,847.54</u>	

**Clear Lake Sanitary District  
Unpaid Invoices as of December 16, 2014**

Check #	Date	Vendor Name	Amount	Description
PENDING	12/16/14	ALLIANT ENERGY	12,249.22	GAS/ELECTRIC BILLS
PENDING	12/16/14	BMC AGGREGATES L.C.	40.48	SAND - PARKING LOT/SIDEWALKS
PENDING	12/16/14	FAREWAY	118.00	WATER FOR LAB
PENDING	12/16/14	GLEN'S TIRE SERVICE INC.	18.69	COLORADO TIRE REPAIR
PENDING	12/16/14	HAWKINS, INC.	950.58	ACRYLIC POLYMER
PENDING	12/16/14	HEARTLAND PAPER CO.	255.78	PLANT SUPPLIES
PENDING	12/16/14	INFOMAX OFFICE SYSTEMS INC.	1,044.08	BILL SEPARATOR REPAIRS
PENDING	12/16/14	IOWA DIVISION OF LABOR SERVICES	240.00	HVAC PROJECT - BOILER INSPECTIONS
PENDING	12/16/14	IOWA NETWORK SERVICES	12.99	HOSTING SERVICE
PENDING	12/16/14	IOWA ONE CALL	27.00	IA ONE CALL LOCATE CHARGES
PENDING	12/16/14	MARCO, INC.	35.06	COPIER MAINTENANCE FEE
PENDING	12/16/14	MECAHNICAL AIR SYSTEMS	130.00	BLDG 30 HEATER REPAIR
PENDING	12/16/14	MN-IOWA ELECTRIC MOTORS	570.50	SUMP PUMP REPAIR
PENDING	12/16/14	PEKIN	549.26	LIFE INSURANCE PREMIUMS
PENDING	12/16/14	PLUMB SUPPLY CO.	2,723.36	SHOP SUPPLIES/LS# 5&8 PARTS

PENDING	12/16/14	QUALITY FLOW SYSTEMS, INC.	215.08	SLUDGE LOADOUT PUMP REPAIRS
PENDING	12/16/14	SUPERIOR LUMBER, INC.	11.98	WINDOW CAULK
PENDING	12/16/14	WATER ENVIRONMENT FEDERATION	136.00	MOLER - DUES
PENDING	12/16/14	YUNEK LAW FIRM PLC	352.00	LEGAL SERVICES
PENDING	12/16/14	ZIEGLER	17.45	PLANT GENERATOR OIL TEST KIT
PENDING	12/16/14	MUNDT PLUMBING INC.	16.52	REFUND
PENDING	12/16/14	SILVER BOOT MOTEL	151.03	REFUND
			<u>19,865.06</u>	