

**MINUTES OF BOARD OF TRUSTEES: March 15, 2016**  
**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

Also present: Kevin Moler, Administrator/Superintendent  
Taylor Moore, Accountant  
Jeff Stone, Attorney (Via Phone Conference)  
Chris Wessels

Item # 1. Approve proposed agenda. Motion by Meyer, second by Clark 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 February 2016 Financial Statement. Motion by Clark, second by Meyer to approve the February 2016 Financial Statement. Motion carried, all Trustees present voting 'aye'.

Item # 4. Approve February 2016 Invoices. Motion by Clark, second by Meyer to approve the February 2016 Invoices. Motion carried, all Trustees present voting 'aye'.

Item # 5. Approve February 16<sup>th</sup>, 2016 board meeting minutes. Motion by Clark, second by Meyer to approve the February 16<sup>th</sup>, 2016 board meeting minutes. Motion carried, all Trustees present voting 'aye'.

Wolfram entered at 1:45 p.m.

Jeff Stone entered the meeting at 1:45 p.m. via phone conference.

Item # 6. Lift Station 2 Emergency Force Main project legal matters. The board reserves the right to go into closed session as per Iowa Code Section 21.5(1)(c). Motion by Meyer, second by Clark to enter into closed session as per Iowa Code Section 21.5(1)(c) at 1:46 p.m. Motion carried, all Trustees present voting 'aye'.

Motion by Meyer, second by Clark to adjourn closed session. Motion carried, all Trustees present voting 'aye'. Closed session adjourned at 2:20 p.m.

Jeff Stone exited the meeting at 2:20 p.m.

Item # 7. Account No. 005622-000. Moler explained that this customer had left an outside hose on, the hose froze and broke spilling 24,200 gallons above the customers average usage onto the ground. The water did not enter the sanitary sewer. The credit for 24,200 gallons would be \$52.51. Motion by Clark, second by Meyer to approve a credit in the amount of \$52.51 or 24,200 gallons. Motion carried, all Trustees present voting 'aye'.

Item # 8. Unfinished Business. No unfinished business.

Item # 9. Superintendent’s Report.

- OSHA Updates – Moler noted that it is now a requirement that contractors are notified ahead of time of all confined spaces prior to a construction project. Moler will be creating a Confined Spaces Identification Policy Manual.
- LNI – Moler informed the board that he has been contacted by Foth Engineering which is the Landfill of North Iowa’s engineer. They are looking at plans to construct a small force main pipe from the landfill and connect to either Mason City sanitary sewer system or the Clear Lake Sanitary District’s sanitary sewer system. Moler has been providing information to Foth with respect to connection locations and elevations as well as possible sewer charges.
- Hydro-Klean, Poet, Hanlontown – Moler informed the Board that Hydro-Klean has been bringing waste here from Poet in Hanlontown, IA. Corn mash has entered Poet’s sewer lines and plugged the system. The corn mash is supposed to be confined and reused in animal feed.

Item #10. Attorney’s Report. No report.

Item #11. Trustees Report. Wolfram expressed concern for the board’s desire to be a potential participant in the supply of water to the Greenfield Nitrogen project that is currently in the investor recruiting stage. Wolfram stated that he believed the project poses too many risks to the Sanitary District and is beyond our scope of purpose.

Wessels stated that although he appreciates other’s concern for risks he believes the overall project poses minimal risks and as a result he has invested in the project. Wessels asked the board to refrain from discussing potential risks in a public forum until a firm invite is received, if ever, from the Greenfield group to participate in the water supply process.

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 2:40 p.m.

ATTEST:

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Bobby Wolfram, Jr., Clerk

**Clear Lake Sanitary District**  
**Standard Monthly Invoices already paid as of March 15, 2016**

Check #	Date	Vendor Name	Amount	Description
EFT	02/17/16	NET PAYROLL	12,775.18	02/17/16 NET PAYROLL
EFT	02/17/16	FEDERAL W/H	5,200.46	02/17/16 FEDERAL WITHHOLDING
EFT	02/17/16	DHS W/H	230.77	02/17/16 DHS WITHHOLDING
EFT	02/17/16	EMPLOYEE HSA CONTRIBUTIONS	230.00	02/17/16 EMPLOYEE HSA CONTRIBUTIONS
EFT	02/17/16	IPERS W/H	5,885.67	02/17/16 IPERS WITHHOLDING
EFT	02/17/16	IA DEPT. REV.	1,862.00	02/17/16 STATE W/H
EFT	03/02/16	NET PAYROLL	13,466.60	03/02/16 NET PAYROLL
EFT	03/02/16	FEDERAL W/H	5,313.00	03/02/16 FEDERAL WITHHOLDING
EFT	03/02/16	DHS W/H	230.77	03/02/16 DHS WITHHOLDING
EFT	03/02/16	EMPLOYEE HSA CONTRIBUTIONS	230.00	03/02/16 EMPLOYEE HSA CONTRIBUTIONS

EFT	02/03/16	POSTMASTER	1,403.77	MAR BILL MAILING
22260	02/17/16	PETTY CASH	135.87	PETTY CASH REIMBURSEMENT
22261	02/25/16	ALLIANT ENERGY	566.74	ELECTRIC/GAS
22262	02/25/16	KNORR ELECTRIC	100.00	LS #2 PUMP REPAIR
22263	02/25/16	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
22264	02/25/16	K&H COOP OIL CO	53.27	REFILL LP TANKS
22265	02/25/16	TEST AMERICA LABS	1,404.50	LAB TESTING
22266	02/25/16	POTTER & BRANT PLC	5,000.00	FY 2015 AUDIT
22267	02/25/16	OFFICE ELEMENTS	73.80	PAPER
22268	02/25/16	PRINCIPAL FINANCIAL	897.03	DENTAL INSURANCE PREMIUMS
22269	02/25/16	PEKIN LIFE	509.26	LIFE INSURANCE PREMIUMS
22270	02/25/16	CARDMEMBER SERVICES	(28.75)	EBAY - HEATER REGULATOR RETURN
22270	02/25/16	CARDMEMBER SERVICES	1,469.13	NC LABS - LAB SUPPLIES
22270	02/25/16	CARDMEMBER SERVICES	9.98	KRAMER - LAB BATTERIES
22270	02/25/16	CARDMEMBER SERVICES	30.61	EBAY - PORTABLE HEATER REGULATOR
22270	02/25/16	CARDMEMBER SERVICES	60.45	NFPA - '16 FIRE PROTECTION MANUAL
22270	02/25/16	CARDMEMBER SERVICES	296.93	CL TEL - PHONE/INTERNET SERVICE
22270	02/25/16	CARDMEMBER SERVICES	68.34	VTEL - PHONE SERVICE
22270	02/25/16	CARDMEMBER SERVICES	1,351.74	ERA - '16 LAB TESTING
22270	02/25/16	CARDMEMBER SERVICES	34.23	KRAMER - SHOP SUPPLIES
22270	02/25/16	CARDMEMBER SERVICES	6.00	EBAY - IMPELLAR FOR SMALL PUMP
22270	02/25/16	CARDMEMBER SERVICES	1,437.65	IDEXX - LAB SUPPLIES
22270	02/25/16	CARDMEMBER SERVICES	138.22	VERIZON - PLANT CELL/PC SERVICE
22270	02/25/16	CARDMEMBER SERVICES	98.40	LANDS' END - UNIFORMS
22270	02/25/16	CARDMEMBER SERVICES	135.58	AT&T - PHONES FOR CELLULAR DIALERS
22270	02/25/16	CARDMEMBER SERVICES	100.00	IAWEA - COLLECTION SYSTEMS CONF. REG.
22270	02/25/16	CARDMEMBER SERVICES	180.00	IAWEA - MAINT. CONFERENCE REG.
22270	02/25/16	CARDMEMBER SERVICES	69.86	AMAZON - BATTERY BACKUP SENSORS
22270	02/25/16	CARDMEMBER SERVICES	36.60	AMAZON - BACKUP BATTERIES
22270	02/25/16	CARDMEMBER SERVICES	438.34	LANDS' END - UNIFORMS
22270	02/25/16	CARDMEMBER SERVICES	44.05	KRAMER - DIALER PARTS
22270	02/25/16	CARDMEMBER SERVICES	360.00	IAWEA - MAINT. CONFERENCE REG.
22270	02/25/16	CARDMEMBER SERVICES	25.00	STAPLES - BANKERS BOXES
22270	02/25/16	CARDMEMBER SERVICES	48.64	USA BLUE BOOK - LMI PUMP REPAIR KIT
22270	02/25/16	CARDMEMBER SERVICES	37.98	AMAZON - USB OUTLETS
22270	02/25/16	CARDMEMBER SERVICES	300.00	IAWEA - COLLECTION SYS. CONF. REGISTRATIONS
22270	02/25/16	CARDMEMBER SERVICES	143.66	CONTROLS CENTRAL - PRETREAT. BLDG VALVES
22270	02/25/16	CARDMEMBER SERVICES	1,093.11	NC LABS - LAB SUPPLIES
22270	02/25/16	CARDMEMBER SERVICES	105.00	IAWEA - BIOSOLIDS CONFERENCE REGISTRATION
22270	02/25/16	CARDMEMBER SERVICES	420.89	ERA - '16 LAB TESTING
22271	02/25/16	B&F FASTENER SUPPLY	58.54	LS#5 PUMP PARTS
22272	02/25/16	CONSOLIDATED ENERGY	1,068.25	DIESEL
22273	02/25/16	CULVER-HAHN ELECTRIC	2,993.31	LED LIGHTS - THICKENER ROOM/SHOP
22274	02/25/16	WESTERN PETROLEUM	350.76	BLOWER OIL
22275	03/04/16	LANDFILL OF NORTH IOWA	31.00	GRIT DISPOSAL
22276	03/04/16	ABSOLUTE WASTE	93.72	WASTE REMOVAL SERVICE
22277	03/04/16	AVESIS	202.54	VISION INSURANCE PREMIUMS
22278	03/04/16	MOORE, TAYLOR	1,000.00	2016 DEDUCTIBLE REIMBURSEMENT
22279	03/04/16	MOORE, ANGIE	300.00	CLEANING SERVICES
22280	03/04/16	ADVANTAGE ADMINISTRATORS	300.00	2016 DISCRIMINATION TESTS
22281	03/07/16	ALLIANT ENERGY	289.83	ELECTRIC/GAS
22282	03/07/16	MARCO, INC.	35.06	COPIER MAINT. FEE
22283	03/07/16	MOLER, KEVIN	59.15	DEPOSITION LUNCHES REIMBURSEMENT
22284	03/07/16	HANCOCK COUNTY OIL	210.85	GAS
22285	03/07/16	MOLER, KEVIN	447.75	REIMB. FOR EMPLOYEE LODGING - COLLECT. CONF.
			<u>71,614.81</u>	

Clear Lake Sanitary District  
Unpaid Invoices as of March 15, 2016

Check #	Date	Vendor Name	Amount	Description
PENDING	3/15/16	ACCELA	399.00	FEB WEB PYMT & CREDIT CARD FEES
PENDING	3/15/16	ADVANCED DOOR SYSTEMS	673.00	GATE OPENER RECEIVER/GATE OPENERS
PENDING	3/15/16	ALLIANT ENERGY	4,021.04	GAS/ELECTRIC BILLS
PENDING	3/15/16	CULVER-HAHN ELECTRIC	131.13	LS #6 PUMP #2 PARTS
PENDING	3/15/16	IOWA LEAGUE OF CITIES	18.00	CITYSCAPE SUBSCRIPTION
PENDING	3/15/16	J W BELL LLC	241.30	COMPRESSOR OIL
PENDING	3/15/16	MUNICIPAL SUPPLY INC	229.80	1" METER & COUPLING
PENDING	3/15/16	NAPA	64.95	PARTS/SUPPLIES
PENDING	3/15/16	QUALITY FLOW SYSTEMS, INC.	1,497.22	SBR SLUDGE PUMP PARTS/WIRE CONNECTORS
PENDING	3/15/16	SECRETARY OF STATE	30.00	NOTARY RENEWAL - MOORE
PENDING	3/15/16	SIMMONS PERRINE MOYER BER PLC	4,625.00	LEGAL SERVICES THRU 1/31/16
PENDING	3/15/16	GARFIN, SHIRLEY	13.27	REFUND
			<u>11,943.71</u>	