

**MINUTES OF BOARD OF TRUSTEES: May 17, 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)  
Bobby Wolfram, Jr. (Clerk)

Absent: Lothar Meyer (Treasurer)

Also present: Kevin Moler, Administrator/Superintendent  
Taylor Moore, Accountant

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 April 2016 Financial Statement. Motion by Clark, second by Wolfram to approve the April 2016 Financial Statement. Motion carried, all Trustees present voting 'aye'.

Item # 4. Approve April 2016 Invoices. Motion by Wolfram, second by Clark to approve holding the Simmons Perrine Moyer Bergman, PLC invoice until the settlement has been received and approving the remainder of the April 2016 Invoices. Motion carried, all Trustees present voting 'aye'.

Item # 5. Approve April 6<sup>th</sup>, 8<sup>th</sup>, and 19<sup>th</sup>, 2016 board meeting minutes. Motion by Clark, second by Wolfram to approve the April 6<sup>th</sup>, 8<sup>th</sup>, and 19<sup>th</sup>, 2016 board meeting minutes. Motion carried, all Trustees present voting 'aye'.

Item # 6. Resolution 16-05, a Resolution Amending FY 2016 Budget. Increasing General Fund from \$1,687,045 to \$1,887,045 and increasing Sinking Fund (Debt Service) from \$403,288 to \$800,000 for the purpose of Revenue Bond early payoff, LS #2 Emergency Force Main Relocation lawsuit attorney fees, controls upgrade, and early retirement program. Motion by Clark, second by Wolfram to approve Resolution 16-05, a Resolution Amending FY 2016 Budget. President Miller called roll with the following results: Wolfram 'aye'; Clark 'aye'; and Miller 'aye'. Motion carried.

Item # 7. Resolution 16-06, a Resolution certifying unpaid sewer charges as a lien against parcel 052030900500. Motion by Clark, second by Wolfram to approve Resolution 16-06, a Resolution certifying unpaid sewer charges as a lien against parcel 052030900500. President Miller called roll with the following results: Wolfram 'aye'; Clark 'aye'; and Miller 'aye'. Motion carried.

Item # 8. Abate \$1,160.00 of penalties and interest applied to the unpaid sewer charges levied against parcel 052030900500 for the purpose of a County Tax Sale. Moler explained that the County requested that the District abate all penalties and interest on this lien and accept the principal amount of \$2,579.00 so that the Tax Sale may move forward. Motion by Clark, second by Wolfram to approve abating \$1,160.00 in penalties and interest and accepting the \$2,579.00 due on the lien principal for the County Tax Sale. Motion carried, all Trustees present voting 'aye'.

Item # 9. Office equipment quote: Duplo V-590 Sheet Cutter. Moler stated that the original sheet cutter the District uses for separating its billing cards was purchased in 2002. Since then

it has been repaired several times and is no longer functional. This model, Duplo V-580, is no longer made, and the current replacement model is the Duplo V-590. The quote from Infomax out of Des Moines is \$6,000. This is for the V-590, delivery, installation and training. Motion by Clark, second by Wolfram to approve the purchase of the Duplo V-590 Sheet Cutter for \$6,000.00. Motion carried, all Trustees present voting ‘aye’.

Item #10. Best Western Parking Lease renewal. Moler noted that the lease remains unchanged at \$300.00 per month. Motion by Clark, second by Wolfram to approve the Best Western Parking Lease renewal. Motion carried, all Trustees present voting ‘aye’.

Item #11. Unfinished Business. No report.

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

Item #13. Attorney’s Report. No report.

Item #14. Trustees Report. No report.

There being no further business to discuss, motion by Wolfram, second by Clark to adjourn. Motion carried, all Trustees present voting ‘aye’. Meeting adjourned at 2:38 p.m.

ATTEST:

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Bobby Wolfram, Jr., Clerk

**Clear Lake Sanitary District  
Standard Monthly Invoices already paid as of May 17, 2016**

Check #	Date	Vendor Name	Amount	Description
EFT	04/22/16	IA WORKFORCE DEVELOPMENT	163.81	1ST QTR 2016 UNEMPLOYMENT
EFT	04/27/16	NET PAYROLL	12,679.13	04/27/16 NET PAYROLL
EFT	04/27/16	FEDERAL W/H	5,156.40	04/27/16 FEDERAL WITHHOLDING
EFT	04/27/16	DHS W/H	230.77	04/27/16 DHS WITHHOLDING
EFT	04/27/16	EMPLOYEE HSA CONTRIBUTIONS	230.00	04/27/16 EMPLOYEE HSA CONTRIBUTIONS
EFT	04/27/16	IPERS W/H	5,901.47	04/27/16 IPERS WITHHOLDING
EFT	04/27/16	IA DEPT. REV.	1,845.00	04/27/16 STATE W/H
EFT	04/28/16	IA DEPT. REV.	2,249.00	1ST QTR 2016 SALES TAX
EFT	05/05/16	POSTMASTER	1,348.29	MAY BILL MAILING
EFT	05/11/16	NET PAYROLL	14,070.89	05/11/16 NET PAYROLL
EFT	05/11/16	FEDERAL W/H	5,505.83	05/11/16 FEDERAL WITHHOLDING
EFT	05/11/16	DHS W/H	230.77	05/11/16 DHS WITHHOLDING
EFT	05/11/16	EMPLOYEE HSA CONTRIBUTIONS	230.00	05/11/16 EMPLOYEE HSA CONTRIBUTIONS
22348	04/29/16	ALLIANT ENERGY	15,296.89	ELECTRIC/GAS
22349	04/29/16	LANDFILL OF NORTH IOWA	50.00	DISPOSAL OF OIL FILTERS
22350	04/29/16	HUBER SUPPLY CO.	216.80	TORCH & BAND SAW PARTS
22351	04/29/16	TEST AMERICA LABS	1,408.00	LAB TESTING
22352	04/29/16	CASE, MICHELLE	39.73	OFFICE/PLANT SUPPLIES - REIMBURSEMENT
22353	04/29/16	SPILMAN, DENNIS	14.47	ON-CALL MILEAGE
22354	04/29/16	FIVE STAR COOP	35.99	WEED SPRAY

22355	04/29/16	AVESIS	202.54	VISION INSURANCE PREMIUMS
22356	04/29/16	PRINCIPAL FINANCIAL	897.03	DENTAL INSURANCE PREMIUMS
22357	04/29/16	CARDMEMBER SERVICES	260.12	KAMAN - PORTABLE PUMP PARTS
22357	04/29/16	CARDMEMBER SERVICES	297.58	CL TEL - PHONE/INTERNET SERVICE
22357	04/29/16	CARDMEMBER SERVICES	4.90	VTEL - PHONE SERVICE
22357	04/29/16	CARDMEMBER SERVICES	352.20	NC LABS - LAB SUPPLIES
22357	04/29/16	CARDMEMBER SERVICES	778.67	SBR DO PROBES & SENSOR CAPS
22357	04/29/16	CARDMEMBER SERVICES	7.99	KRAMER - PULL CORD FOR PUMPS
22357	04/29/16	CARDMEMBER SERVICES	131.69	AMAZON - LAB/OFFICE SUPPLIES
22357	04/29/16	CARDMEMBER SERVICES	1,351.74	ERA - LAB TESTING
22357	04/29/16	CARDMEMBER SERVICES	138.22	VERIZON - PLANT CELL/PC SERVICE
22357	04/29/16	CARDMEMBER SERVICES	11.99	KRAMER - LAB TOTE
22357	04/29/16	CARDMEMBER SERVICES	142.44	BRANDTECH SCIENTIFIC - MACRO PIPETTES
22357	04/29/16	CARDMEMBER SERVICES	31.74	KRAMER - FLAG POLE ROPE/SHOP SUPPLIES
22357	04/29/16	CARDMEMBER SERVICES	19.96	KRAMER - FLAG POLE HOOKS
22357	04/29/16	CARDMEMBER SERVICES	20.99	KRAMER - BOLTS FOR BIG SHED RACKS
22357	04/29/16	CARDMEMBER SERVICES	13.30	EBAY - FLASHLIGHT BATTERIES
22357	04/29/16	CARDMEMBER SERVICES	65.00	EBAY - BOILER IGNITION CONTROL
22357	04/29/16	CARDMEMBER SERVICES	409.00	HACH - LAB - DR2800 SERVICE PLAN
22357	04/29/16	CARDMEMBER SERVICES	135.00	WRANGLER - EMPLOYEE UNIFORMS
22357	04/29/16	CARDMEMBER SERVICES	11.98	KRAMER - SERVICE TRUCK
22357	04/29/16	CARDMEMBER SERVICES	246.78	ULINE - SAFETY GEAR
22357	04/29/16	CARDMEMBER SERVICES	2,900.00	IA DNR - LAB CERTIFICATION FEE
22357	04/29/16	CARDMEMBER SERVICES	18.99	KRAMER - COOLER FOR LAB
22357	04/29/16	CARDMEMBER SERVICES	972.89	NC LABS - LAB SUPPLIES
22357	04/29/16	CARDMEMBER SERVICES	11.56	KRAMER - SHOP SUPPLIES/LS#5 PARTS
22358	04/29/16	MOORE, ANGIE	300.00	APR CLEANING SERVICES
22359	04/29/16	R COMM WIRELESS	40.00	RADIO ANTENNAS
22360	04/29/16	LAKE AUTO	7.85	ROOF TOP UNIT BELT
22361	04/29/16	SIOUX VALLEY ENVIRONMENTAL	1,964.00	ACRYLIC POLYMER
22362	05/11/16	ALLIANT ENERGY	4,663.52	ELECTRIC/GAS
22363	05/11/16	PMMIC	788.00	LS#5 UST INSURANCE PREMIUMS
22364	05/11/16	PLUMB SUPPLY CO	72.12	FURNACE FILTERS
22365	05/11/16	MARCO, INC.	78.53	APR COPIER MAINT. FEE
22366	05/11/16	ABSOLUTE WASTE REMOVAL	93.72	WASTE DISPOSAL SERVICE
22367	05/11/16	BRAKKE IMPLEMENT, INC.	15.70	MOWER U-JOINT
22368	05/11/16	HEARTLAND ASPHALT	4,008.24	ASPHALT PATCH - JACK BORE/SINK HOLE REPAIR
22369	05/11/16	POSM SOFTWARE LLC	1,500.00	ANNUAL POSM LICENSE & SUPPORT FEE
22370	05/11/16	CONSOLIDATED ENERGY	1,086.00	DIESEL FUEL - PLANT BARREL/PLANT GENERATOR
22371	05/11/16	HANCOCK COUNTY OIL	318.90	GAS
22372	05/11/16	ACCELA, INC.	410.40	MAR CREDIT CARD & WEB PYMT FEES
			<u>91,684.52</u>	

**Clear Lake Sanitary District  
Unpaid Invoices as of May 17, 2016**

Check #	Date	Vendor Name	Amount	Description
PENDING	5/17/16	ALLIANT ENERGY	392.82	GAS/ELECTRIC BILLS
PENDING	5/17/16	AMERICAN SOLUTIONS FOR BUSINESS	242.50	BUSINESS CARDS
PENDING	5/17/16	B&F FASTENER SUPPLY	747.10	LIFT STATION ANCHORS & CHAINS
PENDING	5/17/16	CLEAR LAKE MIRROR REPORTER	67.25	LEGAL PUBLICATIONS
PENDING	5/17/16	CULVER-HAHN ELECTRIC	505.66	FIBER OPTIC CONDUIT/SHOP HOIST PARTS
PENDING	5/17/16	ELLIOTT EQUIPMENT	764.07	CAMERA REPAIRS
PENDING	5/17/16	FAREWAY	23.64	PUMP OIL

PENDING	5/17/16	FASTENAL	18.96	SHOP HOIST ANCHOR BOLTS
PENDING	5/17/16	FIVE STAR CO-OP	107.97	WEED KILLER
PENDING	5/17/16	GLEN'S TIRE SERVICE INC.	22.89	MOWER TIRE FLAT REPAIR
PENDING	5/17/16	INTERSTATE ALL BATTERY CENTER	121.60	BACKUP BATTERY
PENDING	5/17/16	IOWA ONE CALL	59.50	IA ONE CALL LOCATE CHARGES
PENDING	5/17/16	LANDFILL OF NORTH IOWA	31.00	GRIT DISPOSAL
PENDING	5/17/16	NAPA	168.91	PARTS/SUPPLIES
PENDING	5/17/16	PEKIN	509.26	LIFE INSURANCE PREMIUMS
PENDING	5/17/16	QUALITY FLOW SYSTEMS, INC.	2,310.47	LS #3 PUMP #3 SEAL KIT/GASKET KIT
PENDING	5/17/16	RIVER CITY COMMUNICATIONS	556.00	FIBER OPTIC WORK - CONTROLS UPG. PROJ.
PENDING	5/17/16	SECRETARY OF STATE	30.00	NOTARY RENEWAL - CASE
PENDING	5/17/16	SIMMONS PERRINE MOYER BER PLC	37,933.00	LEGAL SERVICES THRU 4/28/16
PENDING	5/17/16	SUPERIOR LUMBER, INC.	93.95	SHOVELS FOR TRUCKS
PENDING	5/17/16	TQ TECHNOLOGIES	649.00	SYMANTEC RENEWAL - 3 YR
			<u>45,355.55</u>	