

**MINUTES OF BOARD OF TRUSTEES: July 21, 2014**  
**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)  
Steve Lahner

Absent: None

Also present: Kevin L Moler, Superintendent  
Taylor Moore, Accountant  
Rich Piscopo, Attorney

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 June 2014 Financial Statement. Motion by Wolfram, second by Clark to approve the June 2014 Financial Statement. Motion carried, all Trustees present voting 'aye'.

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

Item # 5. Approve June 16, 24, 26 and July 3, 2014 board meeting minutes. Motion by Clark, second by Wolfram to approve the June 16, 24, 26 and July 3, 2014 board meeting minutes. Motion carried, all Trustees present voting 'aye'.

Item # 6. Resolution 14-08, a Resolution certifying delinquent sewer accounts as a lien upon the real property served by a connection for fiscal year 2014. Moore questioned whether or not there should be a minimum amount for an account to be certified. After some discussion it was decided that any amount less than ten dollars should be removed from the certification list. Motion by Clark, second by Meyer to approve Resolution 14-08, a Resolution certifying delinquent sewer accounts as a lien upon the real property served by a connection for fiscal year 2014, with the removal of accounts with a balance of less than ten dollars. President Miller called roll with the following results: Lahner, 'aye', Meyer, 'aye', Clark, 'aye', Wolfram, 'aye', and Miller 'aye'. Motion carried.

Item # 7. Lift Station 2 Emergency Force Main Relocation Project. Moler mentioned that the following purchases have been previously approved and that they're only on the agenda for informational purposes.

- Permanent Pipe Installation Pay Request #1 \$174,056.15, EBI, Inc.
- Temporary Pipe/Baffle Curtain Install and Remove \$79,320, NISS.
- Sewage Hauling \$63,420, Todd Schleusner.
- Sewage Hauling \$4,020, E&E Beshey Trucking, LLC.
- Sewage Hauling \$2,345.43, NISS.
- Semitrailer Rental \$2,400, LB Transport.
- Lift Station 7 isolation valve installation \$3,380, NISS.
- Engineering Services \$15,379, Fox Engineering.

Item # 8. HVAC & Lighting Upgrade, Pay Request #2 \$32,347.50. Motion by Clark, second by Lahner to approve the HVAC & Lighting Upgrade, Pay Request #2 in the amount of \$32,347.50. Motion carried, all Trustees present voting ‘aye’.

Item # 9. Job Shadowing policy. Moler mentioned the possibility of creating a job shadowing policy since we have received a request to shadow. This policy would offer prospective professionals of the water and wastewater operations industry an opportunity to experience firsthand laboratory, operations, and maintenance working environments of this profession. The individual would not be considered an employee and therefore, there would be no pay. Piscopo stated that a written policy isn’t necessary for a job shadowing position, but some type of release of liability document could be established to address injuries.

Item #10. Unfinished Business. No unfinished business to be discussed.

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

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

Wolfram exited at 2:55 p.m.

Item #13. Trustees Report. No report.

There being no further business to discuss, motion by Clark, second by Lahner to adjourn. Motion carried, all Trustees present voting ‘aye’. Meeting adjourned at 2:57 p.m.

ATTEST:

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Bobby, Wolfram, Jr., Clerk

**Clear Lake Sanitary District**  
**Standard Monthly Invoices already paid as of July 21, 2014**

Check #	Date	Vendor Name	Amount	Description
EFT	06/25/14	NET PAYROLL	17,254.25	06/25/14 NET PAYROLL
EFT	06/25/14	FEDERAL W/H	7,411.94	06/25/14 FEDERAL WITHHOLDING
EFT	06/25/14	DHS W/H	230.77	06/25/14 DHS WITHHOLDING
EFT	06/25/14	EMPLOYEE HSA CONTRIBUTIONS	180.00	06/25/14 EMPLOYEE HSA CONTRIBUTIONS
EFT	06/25/14	IPERS W/H	6,973.24	06/25/14 IPERS WITHHOLDING
EFT	06/25/14	IA DEPT. REV.	2,423.00	06/25/14 STATE W/H
EFT	07/09/14	NET PAYROLL	14,817.16	07/09/14 NET PAYROLL
EFT	07/09/14	FEDERAL W/H	6,374.28	07/09/14 FEDERAL WITHHOLDING
EFT	07/09/14	DHS W/H	230.77	07/09/14 DHS WITHHOLDING
EFT	07/09/14	EMPLOYEE HSA CONTRIBUTIONS	180.00	07/09/14 EMPLOYEE HSA CONTRIBUTIONS
EFT	07/09/14	BOARD PAYROLL	2,520.82	07/09/14 BOARD 2ND QTR 2014 PAYROLL
EFT	07/14/14	IA WORKFORCE DEVELOPMENT	960.19	2ND QTR 2014 UNEMPLOYMENT
EFT	07/14/14	IA DEPT. REV.	2,099.00	2ND QTR 2014 SALES TAX
21153	06/14/14	BENNISH, DUANE	3,500.00	SHIPPING SILT CURTAIN - LS#2 EMERGENCY
21173	06/19/14	MOLER, KEVIN	25.07	ICE/ENERGY DRINKS - LS#2 EMERGENCY
21174	06/20/14	IOWA SPECIALTY HOSPITAL	105.00	EMPLOYEE OFFICE VISIT - JUNE 2013
21175	06/20/14	ALLIANT ENERGY	4,910.45	ELECTRIC/GAS

21176	06/20/14	ZIEGLER, INC.	58,181.80	PLANT GENERATOR NESHAP UPGRADES
21177	06/20/14	EBI DRILLING, INC.	44,401.50	FORCE MAIN PIPE - LS#2 EMERGENCY
21178	06/20/14	MOORE, ANGIE	150.00	JUNE CLEANING SERVICES
21179	06/26/14	MUNICIPAL SUPPLY, INC.	2,900.32	LS#2 VALVE VAULT PARTS - LS#2 EMERGENCY
21180	06/26/14	ELASTEC/AMERICAN MARINE	14,137.50	SILT CURTAIN - LS#2 EMERGENCY
21181	06/26/14	J&J MACHINE	550.00	BORE/THREAD FLANGE - LS#2 EMERGENCY
21182	06/26/14	MIDWEST PIPE SUPPLY	380.00	SEWER LINE PARTS - STOCK
21183	06/26/14	PRINCIPAL FINANCIAL	929.63	DENTAL INS PREMIUMS
21184	06/26/14	MOORE, TAYLOR	5.99	ICE - LS#2 EMERGENCY
21185	06/26/14	B&F FASTENER SUPPLY	190.08	NUTS/BOLTS - LS#2 VALVE VAULT - LS#2 EMERG.
21186	06/26/14	UNITED HEALTHCARE INS	8,675.13	HEALTH INS PREMIUMS
21187	06/26/14	CERRO GORDO COUNTY P&Z	175.00	PERMIT FEE FOR RADIO TOWER
21188	06/30/14	BMC AGGREGATES, LLC	403.15	ROADSTONE FOR LS#1 LOT - LS#2 EMERGENCY
21189	06/30/14	ALLIANT ENERGY	160.91	ELECTRIC/GAS
21190	06/30/14	CLEAR LAKE REPORTER	378.46	BOARD MEETING PUBLICATIONS
21191	06/30/14	USA BLUE BOOK	203.91	LMI REPAIR KIT - SLUDGE HAULING
21192	06/30/14	EMC NATIONAL LIFE	93.72	LIFE INS PREMIUMS
21193	06/30/14	YUNEK LAW FIRM	608.00	LEGAL SERVICES
21194	06/30/14	CRESCENT ELECTRIC	232.47	BLOWER ROOM LIGHTING SUPPLIES
21195	06/30/14	MOLER, KEVIN	71.23	VERIZON USB DEVICE/LS#2 STARTER HEATERS
21196	06/30/14	FEDERAL EXPRESS	58.04	SHIPPING CHARGES
21197	06/30/14	L.B. TRANSPORT	2,400.00	TANKER TRAILER RENTAL - LS#2 EMERGENCY
21198	06/30/14	FIVE STAR COOP	32.47	FITTINGS FOR TEMP. WASTE TANK - LS#2 EMERG.
21199	06/30/14	J&J MACHINE	187.50	FACE FLANGE - LS#2 EMERGENCY
21200	06/30/14	BREWER ENGINEERING	4,050.00	HVAC PROJECT ENGINEERING SERVICES
21201	06/30/14	BRASSE IMPLEMENT, INC.	349.93	MOWER PARTS
21202	06/30/14	GFG INSTRUMENTATION	11.77	SHIPPING ON GAS DETECTOR LOANER
21203	06/30/14	MIDWEST PIPE SUPPLY	808.80	CULVERT PIPING - LS#2 EMERG/CLAMP - SLUDGE
21204	06/30/14	SPRINGBROOK SOFTWARE	13,227.27	JULY '14 - JUNE '15 ANNUAL MAINTENANCE FEE
21205	06/30/14	ELLIOT EQUIPMENT, CO.	255.11	8" RING LOCK - FOR ALLIANT
21206	06/30/14	INTERSTATE ALL BATTERY CENTER	136.10	BATTERY FOR BATTERY BACKUPS
21207	06/30/14	CARDMEMBER SERVICES	959.94	MICROAGE - PYMT #2 ON NEW SERVER
21207	06/30/14	CARDMEMBER SERVICES	14.99	KRAMER - WEDEATER LINE
21207	06/30/14	CARDMEMBER SERVICES	287.81	CLTEL - PHONE/INTERNET
21207	06/30/14	CARDMEMBER SERVICES	61.62	VTEL - PHONE
21207	06/30/14	CARDMEMBER SERVICES	29.67	CASEY'S - LUNCH FOR SERVER INSTALL
21207	06/30/14	CARDMEMBER SERVICES	220.00	IAWEA - ANNUAL CONFERENCE REG. - MOLER
21207	06/30/14	CARDMEMBER SERVICES	51.10	AMAZON - OFFICE SUPPLIES
21207	06/30/14	CARDMEMBER SERVICES	220.00	IAWEA - ANNUAL CONF. REG. - MCLAUGHLIN
21207	06/30/14	CARDMEMBER SERVICES	220.00	IAWEA - ANNUAL CONFERENCE REG. - PUEGGEL
21207	06/30/14	CARDMEMBER SERVICES	138.45	VERIZON - CELL/CPU SERVICE
21207	06/30/14	CARDMEMBER SERVICES	1,867.96	USA BLUE BOOK - POLYMER PUMP
21207	06/30/14	CARDMEMBER SERVICES	220.00	IAWEA - ANNUAL CONFERENCE REG. - MILLER
21207	06/30/14	CARDMEMBER SERVICES	144.95	LANDS' END - EMPLOYEE UNIFORMS
21207	06/30/14	CARDMEMBER SERVICES	29.97	KRAMER - WEDEATER LINE
21207	06/30/14	CARDMEMBER SERVICES	22.07	KRAMER - GRASS SEED/SHOP SUPPLIES
21207	06/30/14	CARDMEMBER SERVICES	158.38	STANDARD BEARINGS - LS#1/PUMP#1 PARTS
21207	06/30/14	CARDMEMBER SERVICES	9.99	KRAMER - PAINT
21207	06/30/14	CARDMEMBER SERVICES	73.14	POWER GREAT LAKES - LS GENERATOR PARTS
21207	06/30/14	CARDMEMBER SERVICES	155.68	DOUBLETREE - LODGING - MILLER - ANN. CONF.
21207	06/30/14	CARDMEMBER SERVICES	44.29	AMAZON - OFFICE SUPPLIES
21207	06/30/14	CARDMEMBER SERVICES	66.93	KRAMER - PLANT/GROUNDS SUPPLIES
21207	06/30/14	CARDMEMBER SERVICES	26.59	MCDONALDS - LUNCH FOR EMERGENCY @ LS#2
21207	06/30/14	CARDMEMBER SERVICES	1,409.86	IDEXX - LAB SUPPLIES
21207	06/30/14	CARDMEMBER SERVICES	12.02	PAYLESS FOODS - DRINKS FOR EMERGENCY @ LS#2
21208	06/30/14	ELECTRIC PUMP	4,543.76	SAMPLER - TERTIARY BLDG - CHECK WAS VOIDED

21209	06/30/14	MN-IOWA ELECTRIC	550.00	LS#1 & LS#6 PUMP REPAIRS
21210	06/30/14	MOORE, ANGIE	150.00	JUNE CLEANING SERVICES
21211	06/30/14	B&F FASTENER SUPPLY	15.15	BOLTS FOR LS#2 VALVE VAULT MOD - LS#2 EMERG.
21212	06/30/14	HAWKINS, INC.	950.58	ACRYLIC POLYMER
21213	07/08/14	POSTMASTER	1,348.38	JULY BILL MAILING
21214	07/16/14	IOWA ONE CALL	85.30	JUNE LOCATE CHARGES
21215	07/16/14	ALLIANT ENERGY	16,767.76	ELECTRIC/GAS
21216	07/16/14	IA COMMUNITIES ASSUR. POOL	33,928.92	PROPERTY INS. PREMIUMS 7/1/14 - 6/30/15
21217	07/16/14	MECHANICAL AIR SYSTEMS	2,185.00	HVAC/LIGHTING PROJ. - PAY APP #1
21218	07/16/14	HEARTLAND PAPER CO.	589.24	PLANT/CLEANING SUPPLIES
21219	07/16/14	MARCO, INC.	35.82	JUNE COPIER MAINTENANCE FEE
21220	07/16/14	TEST AMERICA	1,805.25	LAB TESTING
21221	07/16/14	BACON, STEVEN	169.75	UNIFORM REIMBURSEMENT
21222	07/16/14	IOWA NETWORK SERVICES	12.99	JULY HOSTING SERVICE
21223	07/16/14	ABSOLUTE WASTE REMOVAL	87.44	JULY WASTE REMOVAL
21224	07/16/14	AVESIS	189.27	VISION INS PREMIUMS
21225	07/16/14	SPRINGBROOK SOFTWARE	328.70	JUNE WEB PYMT/CREDIT CARD FEES
21226	07/16/14	PEKIN LIFE INSURANCE	549.26	LIFE INS PREMIUMS
21227	07/16/14	MOORE, ANGIE	150.00	JULY CLEANING SERVICES
21228	07/16/14	POSM SOFT LLC	1,500.00	ANNUAL SUPPORT RENEWAL
21229	07/16/14	MILLER, JOHN	20.16	2ND QTR 2014 MILEAGE
21230	07/16/14	LAHNER, STEPHEN	22.40	2ND QTR 2014 MILEAGE
21231	07/16/14	CLARK, TIM	36.96	2ND QTR 2014 MILEAGE
21232	07/16/14	MEYER, LOTHAR	6.72	2ND QTR 2014 MILEAGE
21233	07/16/14	WOLFRAM JR., BOBBY	28.00	2ND QTR 2014 MILEAGE
			297,043.95	

**Clear Lake Sanitary District  
Unpaid Invoices as of July 21, 2014**

Check #	Date	Vendor Name	Amount	Description
PENDING	7/21/14	ALLIANT ENERGY	36.81	GAS/ELECTRIC BILLS
PENDING	7/21/14	B&F FASTENER SUPPLY	63.30	VALVE VAULT PARTS
PENDING	7/21/14	BMC AGGREGATES L.C.	75.73	ROADSTONE - LS#2 GENERAL MAINTENANCE
PENDING	7/21/14	BRAKKE IMP., INC.	222.81	MOWER PARTS
PENDING	7/21/14	E&E BESHEY TRUCKING, LLC	4,020.00	HAULING SERVICES - LS#2 EMERGENCY
PENDING	7/21/14	EBI DRILLING, INC.	174,056.15	INSTALL/DRILLING FORCE MAIN - PAY APP #1
PENDING	7/21/14	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
PENDING	7/21/14	FAREWAY	115.92	WATER FOR LAB
PENDING	7/21/14	FAREWAY	100.96	FOOD FOR CAMPER AT LS#2 - LS#2 EMERG.
PENDING	7/21/14	FOX ENGINEERING	15,379.00	ENGINEERING SERVICES - LS#2 EMERGENCY
PENDING	7/21/14	GFG INSTRUMENTATION	1,027.16	GAS DETECTOR REPAIRS
PENDING	7/21/14	GRP & ASSOCIATES	58.00	LAB WASTE DISPOSAL
PENDING	7/21/14	HAWKINS, INC.	1,901.16	ACRYLIC POLYMER
PENDING	7/21/14	LANDFILL OF NORTH IOWA	62.93	GRIT/WASTE DISPOSAL
PENDING	7/21/14	MECAHNICAL AIR SYSTEMS	32,347.50	HVAC/LIGHTING UPGRADE - PAY APP #2
PENDING	7/21/14	NAPA	395.48	PARTS/SUPPLIES
PENDING	7/21/14	NAPA	354.57	SEMI-TRACTOR BATTERY - LS#2 EMERGENCY
PENDING	7/21/14	NEWCOM TECHNOLOGIES	2,921.00	GIS SYSTEM MAINTENANCE
PENDING	7/21/14	NORTH IOWA SEPTIC SOLUTIONS	79,320.00	INSTALL/REMOVE TEMP SEWER MAIN - LS#2
PENDING	7/21/14	NORTH IOWA SEPTIC SOLUTIONS	2,345.43	SEMI-TRACTOR LEASE - LS#2 EMERGENCY
PENDING	7/21/14	NORTH IOWA SEPTIC SOLUTIONS	3,380.00	LS#7 VALVE INSTALL - LS#2 EMERGENCY
PENDING	7/21/14	OFFICE ELEMENTS	399.00	OFFICE CHAIR
PENDING	7/21/14	SCHLUESNER, TODD	63,420.00	HAULING SERVICES - LS#2 EMERGENCY

PENDING	7/21/14	SNAP-ON TOOLS	740.95	CORDLESS IMPACT KIT & BATTERY
PENDING	7/21/14	YUNEK LAW FIRM PLC	576.00	LEGAL SERVICES RELATED TO LS#2 EMERG.
PENDING	7/21/14	LYMAN, STEVEN	12.01	REFUND
PENDING	7/21/14	NONNWEILER, DAN & JILL	5.00	REFUND
PENDING	7/21/14	OTIS, MELISSA	4.25	REFUND
			<u>383,434.84</u>	