

MINUTES OF BOARD OF TRUSTEES: September 15, 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)
Bobby Wolfram, Jr. (Clerk)
Steve Lahner

Absent: Lothar Meyer (Treasurer)

Also present: Kevin L Moler, Superintendent
Taylor Moore, Accountant
Doug Grabinski, Attorney
Jay LeFevre, First Gabrielson Insurance

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 August 2015 Financial Statement. Motion by Clark, second by Wolfram to approve the August 2015 Financial Statement. Motion carried, all Trustees present voting 'aye'.

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

Item # 5. Approve August 18th, 2015 board meeting minutes. Motion by Clark, second by Wolfram to approve the August 18th, 2015 board meeting minutes. Motion carried, all Trustees present voting 'aye'.

Lahner entered at 1:39 p.m.

Item # 6. Employee benefits and compensation.

- BCBS medical insurance contract. Moler and LeFevre noted that the plan will not change this year and since the District is "grandfathered" in with this plan the District is only looking at a 1.54% increase in premiums overall. Moler reminded the Board members that the District is locked in on the dental insurance rate with Principal Financial for another year, so there would be no change in those premiums. This was tabled until next meeting.
- Employee wage review. Moler recovered what was discussed at the previous meeting, that the District budgeted for a 3.1% increase and is recommending a 3% increase for staff. For himself, Moler asked that the Board consider him for a 2.36% increase. Wolfram mentioned the possibility of rewarding the employees in some other manner this year other than giving them a raise. Moler also requested that the vacation policy for salaried employees be altered so that salaried employees receive three weeks of vacation after five years and four weeks after ten years, opposed to three weeks after ten years and four weeks after fifteen as the policy currently states. This was tabled until next meeting.

Item # 7. Early Retirement Incentive Program review. Grabinski presented the Early Retirement agreement to the Board. Motion by Wolfram, second by Lahner to approve the Early Retirement agreement. Motion carried, all Trustees present voting 'aye'.

Item # 8. Controls Equipment Procurement invoice, \$159,870.00. Moler stated that the equipment invoice for the Controls Upgrade Project had been received and requested that this invoice be approved separately from the invoice list. Motion by Lahner, second by Clark to approve the Controls Equipment invoice from SJE Rhombus in the amount of \$159,870.00. Motion carried, all Trustees present voting 'aye'.

Grabinski exited at 2:48 p.m.

Item # 9. Employee Handbook updates. Moler recommended the following changes to the Handbook:

- Should the person who is on-call need a replacement for any given reason, the scheduled employee shall document who his replacement is and the duration of the replacement. This is to be signed by both employees and given to their immediate supervisor.
- Overtime shall now be dispersed regardless of hours worked during the day, if the employee is called back to the plant or receives an alarm after normal business hours. However, if the employee is asked to stay past the normal business hours of 4 p.m., but did not have a full 8 hours worked prior to this, no overtime shall be given until the employee has hit 8 hours worked.
- On-call employees shall now drive their own vehicle and will no longer be allowed to take a company vehicle home. Employees will be reimbursed mileage at the current IRS rate, and will be reimbursed for the round trip from the employee's residence to the plant and back.

Motion by Lahner, second by Wolfram to approve the above mentioned changes to the Employee Handbook. Motion carried, all Trustees present voting 'aye'.

Moler also brought up the idea of not paying out overtime, only allowing comp time for any overtime worked. Moler noted the Board had brought this to the table and discussed this previously, but never made a final decision on it. The Board has no interest in making this a policy, and prefers to let the employee choose what they'd rather have.

Item #10. Unfinished Business. Moler briefly reviewed attorney Jeff Stone's invoice for updates the LS 2 Emergency Force Main Replacement project.

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

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

Item #13. Trustees Report. No report.

There being no further business to discuss, motion by Lahner, second by Wolfram to adjourn. Motion carried, all Trustees present voting 'aye'. Meeting adjourned at 3:02 p.m.

ATTEST:

Bobby, Wolfram, Jr., Clerk

Clear Lake Sanitary District
Standard Monthly Invoices already paid as of September 15, 2015

| Check # | Date | Vendor Name | Amount | Description |
|---------|----------|----------------------------|-----------|---|
| EFT | 08/19/15 | NET PAYROLL | 14,022.19 | 08/19/15 NET PAYROLL |
| EFT | 08/19/15 | FEDERAL W/H | 5,917.96 | 08/19/15 FEDERAL WITHHOLDING |
| EFT | 08/19/15 | DHS W/H | 230.77 | 08/19/15 DHS WITHHOLDING |
| EFT | 08/19/15 | EMPLOYEE HSA CONTRIBUTIONS | 180.00 | 08/19/15 EMPLOYEE HSA CONTRIBUTIONS |
| EFT | 08/19/15 | IPERS W/H | 6,576.54 | 08/19/15 IPERS WITHHOLDING |
| EFT | 08/19/15 | IA DEPT. REV. | 2,122.00 | 08/19/15 STATE W/H |
| EFT | 09/02/15 | NET PAYROLL | 14,565.15 | 09/02/15 NET PAYROLL |
| EFT | 09/02/15 | FEDERAL W/H | 5,981.88 | 09/02/15 FEDERAL WITHHOLDING |
| EFT | 09/02/15 | DHS W/H | 230.77 | 09/02/15 DHS WITHHOLDING |
| EFT | 09/02/15 | EMPLOYEE HSA CONTRIBUTIONS | 180.00 | 09/02/15 EMPLOYEE HSA CONTRIBUTIONS |
| EFT | 09/10/15 | POSTMASTER | 1,406.90 | SEPT BILL MAILING |
| 21947 | 08/24/15 | POSTMASTER | 294.00 | STAMPS |
| 21948 | 08/24/15 | DIAMOND VOGEL | 229.64 | PAINT FOR LS#8 |
| 21949 | 08/24/15 | ALLIANT ENERGY | 14,538.42 | ELECTRIC/GAS |
| 21950 | 08/24/15 | EMC NATIONAL LIFE | 93.72 | LIFE INSURANCE PREMIUMS |
| 21951 | 08/24/15 | FEDERAL EXPRESS | 44.78 | SHIPPING CHARGES |
| 21952 | 08/24/15 | PRINCIPAL FINANCIAL | 897.03 | DENTAL INSURANCE PREMIUMS |
| 21953 | 08/24/15 | PEKIN LIFE INSURANCE | 549.26 | LIFE INSURANCE PREMIUMS |
| 21954 | 08/24/15 | CARDMEMBER SERVICES | (875.00) | CC POINTS - CASH BACK REWARDS |
| 21954 | 08/24/15 | CARDMEMBER SERVICES | 11.28 | KRAMER - PLANT SUPPLIES |
| 21954 | 08/24/15 | CARDMEMBER SERVICES | 6.48 | KRAMER - HOSE |
| 21954 | 08/24/15 | CARDMEMBER SERVICES | 56.43 | ZIEGLER - LS#3 PARTS |
| 21954 | 08/24/15 | CARDMEMBER SERVICES | 136.66 | INTERSTATE ALL BATTERY - BACKUP BATTERY |
| 21954 | 08/24/15 | CARDMEMBER SERVICES | 23.99 | KRAMER - WEED SPRAYER |
| 21954 | 08/24/15 | CARDMEMBER SERVICES | 296.24 | CL TEL - PHONE/INTERNET SERVICE |
| 21954 | 08/24/15 | CARDMEMBER SERVICES | 68.08 | VTEL - PHONE SERVICE |
| 21954 | 08/24/15 | CARDMEMBER SERVICES | 354.80 | HACH - LAB SUPPLIES |
| 21954 | 08/24/15 | CARDMEMBER SERVICES | 34.90 | ZIEGLER - LS #5 & 8 OIL SAMPLE BOTTLES |
| 21954 | 08/24/15 | CARDMEMBER SERVICES | 32.50 | KUM & GO - GAS |
| 21954 | 08/24/15 | CARDMEMBER SERVICES | 137.79 | VERIZON - PLANT CELL/PC SERVICE |
| 21954 | 08/24/15 | CARDMEMBER SERVICES | 256.25 | HACH - LAB SUPPLIES |
| 21954 | 08/24/15 | CARDMEMBER SERVICES | 18.97 | KRAMER - SHOP SUPPLIES |
| 21954 | 08/24/15 | CARDMEMBER SERVICES | 1,020.29 | LANDS' END - EMPLOYEE UNIFORMS |
| 21954 | 08/24/15 | CARDMEMBER SERVICES | 204.76 | HACH - LAB SUPPLIES |
| 21954 | 08/24/15 | CARDMEMBER SERVICES | 70.35 | AMAZON - OFFICE SUPPLIES |
| 21954 | 08/24/15 | CARDMEMBER SERVICES | 83.77 | SEELYE - PLASTIC WELDER HEATING ELEMENT |
| 21954 | 08/24/15 | CARDMEMBER SERVICES | 301.14 | MENARDS - SOFTENER SALT |
| 21954 | 08/24/15 | CARDMEMBER SERVICES | 89.90 | TRIBUTE STORE - FLOWERS |
| 21954 | 08/24/15 | CARDMEMBER SERVICES | 253.93 | HACH - STIR BAR/BOD SENSOR CAP |
| 21954 | 08/24/15 | CARDMEMBER SERVICES | 69.00 | MENARDS - STORAGE CABINETS |
| 21954 | 08/24/15 | CARDMEMBER SERVICES | 61.75 | LANDS' END - EMPLOYEE UNIFORMS |
| 21954 | 08/24/15 | CARDMEMBER SERVICES | 11.86 | KRAMER - BLDG 30 EYE WASH STATION PARTS |
| 21954 | 08/24/15 | CARDMEMBER SERVICES | 150.00 | IAWEA - OPERATORS CONFERENCE - MOLER |
| 21954 | 08/24/15 | CARDMEMBER SERVICES | 150.00 | IAWEA - OPERATORS CONFERENCE - SPILMAN |
| 21954 | 08/24/15 | CARDMEMBER SERVICES | 150.00 | IAWEA - OPERATORS CONFERENCE - TUSHA |
| 21954 | 08/24/15 | CARDMEMBER SERVICES | 99.98 | AMAZON - GROUT MACHINE |
| 21954 | 08/24/15 | CARDMEMBER SERVICES | 149.82 | STANDARD BEARINGS - LS #2 PUMP #1 PARTS |
| 21954 | 08/24/15 | CARDMEMBER SERVICES | 23.47 | KRAMER - VEHICLE/SHOP SUPPLIES |
| 21954 | 08/24/15 | CARDMEMBER SERVICES | 72.03 | AMAZON - MITY VAC PUMP - SHOP |
| 21954 | 08/24/15 | CARDMEMBER SERVICES | 32.99 | KRAMER - GRASS SEED |
| 21954 | 08/24/15 | CARDMEMBER SERVICES | 60.50 | KRAMER - LS#8 TILLER RENTAL |
| 21954 | 08/24/15 | CARDMEMBER SERVICES | 85.40 | EBAY - AIR NEEDLE SCALER |

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|-------|----------|------------------------|------------------|--|
| 21954 | 08/24/15 | CARDMEMBER SERVICES | 66.50 | LANDS' END - EMPLOYEE UNIFORMS |
| 21954 | 08/24/15 | CARDMEMBER SERVICES | 411.13 | NC LABS - LAB SUPPLIES |
| 21954 | 08/24/15 | CARDMEMBER SERVICES | 136.96 | INTERSTATE ALL BATTERY - BACKUP BATTERY |
| 21955 | 08/24/15 | MOORE, TAYLOR | 31.79 | SOFTWARE REIMBURSEMENT |
| 21956 | 08/24/15 | MOORE, ANGIE | 150.00 | CLEANING SERVICES |
| 21957 | 08/24/15 | WESTERN PETROLEUM CO. | 81.70 | OIL FOR JET TRUCK PUMP |
| 21958 | 08/24/15 | UTILITY EQUIPMENT CO. | 723.20 | LOCATOR |
| 21959 | 09/10/15 | ALLIANT ENERGY | 17,325.33 | ELECTRIC/GAS |
| 21960 | 09/10/15 | NAPA | 680.28 | PARTS/SUPPLIES |
| 21961 | 09/10/15 | MARCO, INC. | 30.16 | COPIER MAINT. FEE |
| 21962 | 09/10/15 | TEST AMERICA | 1,295.00 | LAB TESTING |
| 21963 | 09/10/15 | ABSOLUTE WASTE REMOVAL | 94.56 | WASTE REMOVAL SERVICE |
| 21964 | 09/10/15 | ZIEGLER, INC. | 4,035.77 | LS #3 GENERATOR REPAIRS |
| 21965 | 09/10/15 | AVESIS | 202.54 | VISION INSURANCE PREMIUMS |
| 21966 | 09/10/15 | MOORE, ANGIE | 150.00 | CLEANING SERVICES |
| 21967 | 09/10/15 | UNITED RENTALS | 400.77 | EQUIP. RENTAL FOR SBR #2 FLEX JOINT REPAIR |
| 21968 | 09/10/15 | HANCOCK COUNTY OIL | 429.77 | GAS |
| 21969 | 09/11/15 | MOLER, KEVIN | 324.88 | OPER. CONF. - MEALS/LODGING REIMBURSEMENT |
| | | | <u>98,331.66</u> | |

**Clear Lake Sanitary District
Unpaid Invoices as of September 15, 2015**

| Check # | Date | Vendor Name | Amount | Description |
|---------|---------|-------------------------------|-------------------|-------------------------------------|
| PENDING | 9/15/15 | B&F FASTENER SUPPLY | 654.18 | PARTS FOR SBR #2 REPAIRS |
| PENDING | 9/15/15 | BRAKKE IMP., INC. | 31.40 | JD MOWER PARTS |
| PENDING | 9/15/15 | CRESCENT ELECTRIC | 363.59 | BLDG 30 BALLASTS & CAT6 CABLE |
| PENDING | 9/15/15 | DIAMOND VOGEL | 410.63 | PAINT/SUPPLIES - LS#8 & BLDG 30 |
| PENDING | 9/15/15 | FAREWAY | 19.94 | TEA FOR OFFICE |
| PENDING | 9/15/15 | J&J MACHINING WELDING & FAB. | 484.16 | SHAFTS FOR CYCLONE PROJECT |
| PENDING | 9/15/15 | LANDFILL OF NORTH IOWA | 31.00 | GRIT/WASTE DISPOSAL |
| PENDING | 9/15/15 | MUNICIPAL SUPPLY INC | 11.94 | METER PARTS |
| PENDING | 9/15/15 | SIMMONS PERRINE MOYER BER PLC | 1,969.50 | LEGAL SERVICES THRU 7/31/15 |
| PENDING | 9/15/15 | SJE RHOMBUS | 159,870.00 | COMPONENTS - CONTROLS UPGRADE PROJ. |
| PENDING | 9/15/15 | STATE HYGIENIC LABORATORY | 459.50 | ANNUAL TOXICITY TEST |
| PENDING | 9/15/15 | STELLAR TRUCK & TRAILER | 100.00 | REFLECTIVE TAPE - FORCE MAIN |
| PENDING | 9/15/15 | TRANS-IOWA EQUIPMENT, INC. | 189.53 | JET TRUCK WARTHOG OVERHAUL KIT |
| PENDING | 9/15/15 | WESTERN PETROLEUM CO. | 350.76 | SBR BLOWER OIL |
| PENDING | 9/15/15 | FREDERICK, MARA | 36.11 | REFUND |
| PENDING | 9/15/15 | GARTEN, WILLIAM | 8.72 | REFUND |
| PENDING | 9/15/15 | PETERSON, GREG | 5.00 | REFUND |
| PENDING | 9/15/15 | SCHONING, MEGAN | 40.00 | REFUND |
| PENDING | 9/15/15 | SNYDER, DAVIN | 9.82 | REFUND |
| PENDING | 9/15/15 | WEERS, LAURA | 5.43 | REFUND |
| | | | <u>165,051.21</u> | |