

MINUTES OF BOARD OF TRUSTEES: October 17, 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)

Absent: Steve Lahner, Trustee
Taylor Moore, Accountant
Rich Piscopo, Attorney

Also present: Kevin L Moler, Superintendent

Item # 1. Approve proposed agenda. Motion by Clark, second by Meyer 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 September 2014 Financial Statement. Motion by Wolfram, second by Clark to approve the September 2014 Financial Statement. Motion carried, all Trustees present voting 'aye'.

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

Item # 5. Approve September 15th, 2014 board meeting minutes. This was tabled until the next meeting.

Item # 6. Outstanding Receivables. Moler noted that we've been trying to collect on the outstanding Pit & Septic invoices for several years without success. The auditors mentioned the amount is very old and recommended that it be written off at this point. Motion by Clark, second by Meyer to write off the old debt and not allow them to dump until the bill has been paid up. Motion carried, all Trustees present voting 'aye'.

Item # 7. HVAC & Lighting Upgrade.

- Change Order No. 2.
- Pay Request No. 5.

These items were tabled.

Item # 8. Employee Benefits and Compensation.

- Medical Insurance Contract. Moler and the Board discussed several options on how to handle the increase in medical premiums. Motion by Clark, second by Wolfram to approve the contract with Wellmark Blue Cross Blue Shield, raising the premiums paid by employees by \$15 per month and seeding employee HSA accounts with \$3,000 and reimbursing up to \$4,000 for the next calendar year. Motion carried, all Trustees present voting 'aye'.
- Dental Insurance Contract. Moler stated the premium would go up about \$60 a month for the dental if the District stays with Principal Financial. Moler said the other plans were not worth looking at based upon what they offer. Motion by Clark, second by Meyer

to approve the Principal Financial Dental Insurance renewal. Motion carried, all Trustees present voting 'aye'.

- Compensation Adjustment. Motion by Meyer, second by Wolfram to approve a 2.5% raise for employees. Motion carried, all Trustees present voting 'aye'.

Item # 9. West Lake Street Sewer Service Connections. Moler explained that the District installed a sewer line in 2005 on West Lake Street in Ventura. At the time there was not a subdivision, so sewer lines for the properties were not stubbed in. And whoever connects to the sewer has to dig seventeen feet down to connect to the sewer and then will be billed \$3,500 for a connection fee. The cost to dig down seventeen feet in order to connect is estimated at around \$1,700. Moler said with some additional equipment and using the jet truck the District could stub in these connections. Motion by Wolfram, second by Meyer to purchase the equipment to allow the District to make these types of connections. Motion carried, Clark abstained from voting, Miller, Meyer, and Wolfram voting 'aye'.

Item #10. Equipment Quotes.

- Tower Components. The quote for the safety cable (stainless) came in at \$1,759. There were antenna cables also needed, these were quoted at \$2,958. Standoffs were also needed at the top of the tower; these were quoted at \$1,740.
- SBR Decanter Floats. Moler stated that the quote for one float came in at \$5,520, plus an additional \$950 in shipping. If we were to buy two floats it would be \$4,520 per float, for a total of \$9,990 including shipping.
- Surveillance System. The quote for eight cameras and a central recording device was \$11,428. An additional \$17,996 for the remote sites was quoted. The total quote for cameras and recording equipment for local and remote sites, including installation, is a total of \$29,424. The lift stations will require additional antennas, control panels, radios for communication and video, and programming for everything, all which will be done by the District's integrator. The quote for this came in at a rough number of \$80,000. If the District installs the shelving and control panels and wiring ourselves the quote would drop to around \$40,000 to \$50,000. This was tabled until final quotes have been received.
- Lift Station 7 Pump. Moler said that someone had flushed some underwear, it got into a pump at Lift Station 7, and ruined the pump. The pump needs to be replaced. The quote from Iowa Pump Works was \$5,882, including shipping.

Motion by Meyer, second by Clark to approve the quotes for the tower components, SBR decanter floats, and pump for Lift Station #7. Motion carried, all Trustees present voting 'aye'.

Item #11. Account Adjustment 011850-000. The owners recently noticed that they were being billed at a five bedroom rate. They called and informed us that this is a two bedroom house. The District's information is based upon the county's information from years ago. Moler sent McLaughlin and Moore to check out the house, and they confirmed that it is definitely a two bedroom house. Motion by Clark, second by Wolfram to change this billing from five bedrooms to two bedrooms going forward. Motion carried, all Trustees present voting 'aye'.

Item #12. Lift Station 5 Easement Request. This item was tabled.

Item #13. Unfinished Business. No unfinished business to be discussed.

Item #14. Superintendent's Report. The annual inspection from the DNR occurred on September 9th. There were three recommendations on the report. First was to make sure to report any backups or bypasses to the DNR within 12 hours. Second was to establish a

treatment agreement with Powdercraft in Clear Lake as they are a metal finisher and require a treatment agreement. Lastly was to register and get an air permit for the new generator at Lift Station 7.

Item #15. Attorney’s Report. No report.

Item #16. Trustees Report. No report.

There being no further business to discuss, motion by Wolfram, second by Meyer to adjourn. Motion carried, all Trustees present voting ‘aye’. Meeting adjourned at 3:51 p.m.

ATTEST:

Bobby, Wolfram, Jr., Clerk

Clear Lake Sanitary District
Standard Monthly Invoices already paid as of October 17, 2014

Check #	Date	Vendor Name	Amount	Description
EFT	09/17/14	NET PAYROLL	12,228.01	09/17/14 NET PAYROLL
EFT	09/17/14	FEDERAL W/H	5,087.57	09/17/14 FEDERAL WITHHOLDING
EFT	09/17/14	DHS W/H	230.77	09/17/14 DHS WITHHOLDING
EFT	09/17/14	EMPLOYEE HSA CONTRIBUTIONS	180.00	09/17/14 EMPLOYEE HSA CONTRIBUTIONS
EFT	09/17/14	IPERS W/H	5,775.55	09/17/14 IPERS WITHHOLDING
EFT	09/17/14	IA DEPT. REV.	1,850.00	09/17/14 STATE W/H
EFT	10/01/14	NET PAYROLL	13,469.61	10/01/14 NET PAYROLL
EFT	10/01/14	FEDERAL W/H	5,645.95	10/01/14 FEDERAL WITHHOLDING
EFT	10/01/14	DHS W/H	230.77	10/01/14 DHS WITHHOLDING
EFT	10/01/14	EMPLOYEE HSA CONTRIBUTIONS	180.00	10/01/14 EMPLOYEE HSA CONTRIBUTIONS
EFT	10/01/14	BOARD PAYROLL	1,678.02	10/01/14 BOARD 3RD QTR 2014 PAYROLL
EFT	10/15/14	NET PAYROLL	12,608.40	10/15/14 NET PAYROLL
EFT	10/15/14	FEDERAL W/H	5,234.11	10/15/14 FEDERAL WITHHOLDING
EFT	10/15/14	DHS W/H	230.77	10/15/14 DHS WITHHOLDING
EFT	10/15/14	EMPLOYEE HSA CONTRIBUTIONS	180.00	10/15/14 EMPLOYEE HSA CONTRIBUTIONS
21380	09/24/14	MECHANICAL AIR SYSTEMS	3,783.85	HVAC/LIGHTING UPGRADE PAY APP #4
21381	09/24/14	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
21382	09/24/14	FEDERAL EXPRESS	104.79	SHIPPING CHARGES
21383	09/24/14	BREWER ENGINEERING	965.00	HVAC/LIGHTING UPGRADE ENGINEERING SERVICES
21384	09/24/14	PRINCIPAL FINANCIAL	929.63	DENTAL INSURANCE PREMIUMS
21385	09/24/14	UNITED HEALTHCARE	8,675.13	HEALTH INSURANCE PREMIUMS
21386	10/02/14	AQUA-AEROBIC SYSTEMS	2,302.69	DIGESTER PROP KITS
21387	10/02/14	ALLIANT ENERGY	1,661.85	ELECTRIC/GAS
21388	10/02/14	SOUTH SHORE PITSTOP	654.54	GAS
21389	10/02/14	LANDFILL OF NORTH IOWA	93.00	GRIT & WASTE DISPOSAL
21390	10/02/14	MILLER, JOHN	16.80	3RD QTR 2014 MILEAGE
21391	10/02/14	LAHNER, STEPHEN	8.96	3RD QTR 2014 MILEAGE
21392	10/02/14	PLUMB SUPPLY COMPANY	119.16	FILTERS - OFFICE BLDG
21393	10/02/14	CRESCENT ELECTRIC	996.11	PARTS FOR RADIO TOWER & CONTROLS PROJECTS
21394	10/02/14	TEST AMERICA	1,733.75	LAB TESTING
21395	10/02/14	BRAKKE IMPLEMENT, INC.	314.66	MOWER WINDOWPANE & ISOLATER

21396	10/02/14	CLARK, TIM	24.64	3RD QTR 2014 MILEAGE
21397	10/02/14	AVESIS	189.27	VISION INS PREMIUMS
21398	10/02/14	OFFICE ELEMENTS	73.80	PAPER
21399	10/02/14	TTI, INC.	2,783.61	TECH SUPPORT/CAPACITOR UPGRADE
21400	10/02/14	INTERSTATE ALL BATTERY CENTER	220.65	BATTERIES/BACKUP BATTERIES
21401	10/02/14	MEYER, LOTHAR	5.60	3RD QTR 2014 MILEAGE
21402	10/02/14	WOLFRAM, JR., ROBERT	22.40	3RD QTR 2014 MILEAGE
21403	10/02/14	CARDMEMBER SERVICES	(4.02)	CULVER-HAHN - SALES TAX CREDIT
21403	10/02/14	CARDMEMBER SERVICES	289.09	CL TEL - PHONE/INTERNET
21403	10/02/14	CARDMEMBER SERVICES	63.74	VTEL - PHONE
21403	10/02/14	CARDMEMBER SERVICES	166.57	HACH - LAB SUPPLIES
21403	10/02/14	CARDMEMBER SERVICES	4.98	KRAMER - PLANT SUPPLIES
21403	10/02/14	CARDMEMBER SERVICES	810.50	LANDS' END - EMPLOYEE UNIFORMS
21403	10/02/14	CARDMEMBER SERVICES	13.99	KRAMER - BATTERIES
21403	10/02/14	CARDMEMBER SERVICES	5.37	KRAMER - PIPE FOR JET TRUCK
21403	10/02/14	CARDMEMBER SERVICES	191.42	VERIZON - PLANT CELL/CPU SERVICE
21403	10/02/14	CARDMEMBER SERVICES	222.10	HYDRA - JET TRUCK NOZZLE
21403	10/02/14	CARDMEMBER SERVICES	480.05	LANDS' END - EMPLOYEE UNIFORMS
21403	10/02/14	CARDMEMBER SERVICES	250.00	HACH - CLASS - ENABNIT, TUSHA
21403	10/02/14	CARDMEMBER SERVICES	318.75	IMAGE SUPPLY - SHOP SUPPLIES
21403	10/02/14	CARDMEMBER SERVICES	10.97	KRAMER - JET TRUCK FUNNEL
21403	10/02/14	CARDMEMBER SERVICES	103.70	KAMAN - JET TRUCK BALL VALVE
21403	10/02/14	CARDMEMBER SERVICES	36.50	LANDS' END - EMPLOYEE UNIFORMS
21403	10/02/14	CARDMEMBER SERVICES	231.77	MENARDS - DOOR SEALS/SALT FOR SOFTENERS
21403	10/02/14	CARDMEMBER SERVICES	143.06	AMAZON - OFFICE SUPPLIES
21403	10/02/14	CARDMEMBER SERVICES	38.53	AMAZON - OFFICE SUPPLIES
21403	10/02/14	CARDMEMBER SERVICES	31.92	KRAMER - BULBS
21403	10/02/14	CARDMEMBER SERVICES	392.54	FLOW LINE - PLANT EQ PUMP #1 VALVE
21403	10/02/14	CARDMEMBER SERVICES	36.98	KRAMER - PLANT SUPPLIES
21403	10/02/14	CARDMEMBER SERVICES	65.97	KRAMER - PARTS/SUPPLIES
21403	10/02/14	CARDMEMBER SERVICES	1,160.85	FERGUSON ENTERPRISES - BLDG #30 ACTUATORS
21403	10/02/14	CARDMEMBER SERVICES	250.00	HRSIMPLE - HR MANUAL/SUPSCRIPTION
21403	10/02/14	CARDMEMBER SERVICES	435.60	DOUGS SMALL ENGINE - CHAINSAW
21403	10/02/14	CARDMEMBER SERVICES	109.66	KRAMER - JET TRUCK PARTS/SHOP SUPPLIES
21403	10/02/14	CARDMEMBER SERVICES	1,292.77	IDEXX - LAB SUPPLIES
21403	10/02/14	CARDMEMBER SERVICES	38.50	LANDS' END - EMPLOYEE UNIFORMS
21404	10/02/14	MOORE, ANGIE	150.00	CLEANING SERVICES
21405	10/02/14	HAWKINS	950.58	ACRYLIC POLYMER
21406	10/02/14	CONSOLIDATED ENERGY	32.90	GREASE - PRETREATMENT BLDG
21407	10/02/14	COUNTRYSIDE BUILDERS	3,200.00	JLG RENTAL - DIGESTER & SOD WORK
21408	10/06/14	POSTMASTER	1,347.15	OCT BILL MAILING
21409	10/06/14	PMMIC	750.00	LS#8B ANNUAL PREMIUM
21410	10/06/14	CONSOLIDATED ENERGY	1,667.70	DIESEL - PLANT/PORTABLE TANKS
			<u>105,873.33</u>	

**Clear Lake Sanitary District
Unpaid Invoices as of October 17, 2014**

Check #	Date	Vendor Name	Amount	Description
PENDING	10/17/14	ABC LOCK	264.96	FRONT DOOR KEY FOBS
PENDING	10/17/14	ABSOLUTE WASTE REMOVAL	91.81	WASTE REMOVAL
PENDING	10/17/14	ALLIANT ENERGY	11,670.04	GAS/ELECTRIC BILLS
PENDING	10/17/14	BARKER LEMAR	350.00	LS#4 UST 3RD QTR 2014 SMR
PENDING	10/17/14	CONSERVATION BOARD - C.G.C.	45.00	TRUAX DRILL RENTAL - SEEDING 5/8 EQ

PENDING	10/17/14	CONSOLIDATED ENERGY	1,128.15	DIESEL - PLANT/PORTABLE TANKS
PENDING	10/17/14	CRESCENT ELECTRIC	17.92	BULBS FOR EXIT LIGHTS
PENDING	10/17/14	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
PENDING	10/17/14	FAREWAY	115.92	WATER FOR LAB
PENDING	10/17/14	FEDERAL FIRE EQUIPMENT CO.	189.97	EXTINGUISHER INSPECTION/MAINT.
PENDING	10/17/14	ICS HEALY-RUFF	11,458.33	FLEX PLAN - 2ND QTR INSTALLMENT
PENDING	10/17/14	IOWA NETWORK SERVICES	12.99	HOSTING SERVICE
PENDING	10/17/14	IOWA ONE CALL	50.50	IA ONE CALL LOCATE CHARGES
PENDING	10/17/14	KLOOSTER, JUSTIN	500.00	SEWER LINE REPAIR - VENTURA HEIGHTS
PENDING	10/17/14	MARCO, INC.	52.28	COPIER MAINTENANCE FEE
PENDING	10/17/14	NAPA	155.41	PARTS/SUPPLIES
PENDING	10/17/14	PEKIN	549.26	LIFE INSURANCE PREMIUMS
PENDING	10/17/14	R COMM WIRELESS	50,051.00	RADIO TOWER, INSTALLATION, & RADIOS
PENDING	10/17/14	SPRINGBROOK SOFTWARE	1,680.00	VERSION 7 UPGRADE - INSTALLMENT #2
PENDING	10/17/14	STATE HYGIENIC LABORATORY	450.00	ANNUAL TOXICITY TEST
PENDING	10/17/14	KNUTSON, SHELLEY	5.00	REFUND
PENDING	10/17/14	NISSEN ESTATE, LAUREN	15.54	REFUND
PENDING	10/17/14	STEPHENSON, DANIEL	51.40	REFUND
PENDING	10/17/14	WIECK BROTHERS OIL CO.	13.63	REFUND
			<u>79,012.83</u>	