

MINUTES OF BOARD OF TRUSTEES: October 20, 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)
Lothar Meyer (Treasurer)
Bobby Wolfram, Jr. (Clerk)
Steve Lahner

Absent:

Also present: Kevin L Moler, Superintendent
Taylor Moore, Accountant
Michelle Case, Billing Clerk
Barbara Thompson & John Thompson

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

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

Item # 5. Approve September 15th, 2015 board meeting minutes. Motion by Lahner, second by Clark to approve the September 15th, 2015 board meeting minutes. Motion carried, all Trustees present voting 'aye'.

Item # 6. Account Adjustments.

- Account #'s 012475-002, -003, -004, -007, -009, -010. Mr. Thompson explained that he has been being billed too many base rates for several years. Starting with account numbers 012475-003 and -004, or 314 A 14th Ave S and 314 14th Ave S respectively. Both these buildings were torn down on 8/20/2012 and have both received base rate billing since then. The City of Clear Lake confirmed this information to Case prior to the meeting. The total base rate credit for these two addresses amounts to \$810.72. Moving onto account number 012475-007 or 310 14th Ave S, Mr. Thompson explained that this property was connected to 306 A and 306 B around the same time, 8/20/2012, creating one large building. This account has been billed an additional base rate during this period, resulting in \$405.36 in base rate charges. Mr. Thompson then noted that account numbers 012475-009 and -010 or 306 A 14th Ave S and 306 B 14th Ave S respectively, were opened up to create one large building when it was connected to 310 14th Ave S back in August 2012. Since this was billed two base rates during that timeframe, one base rate should be credited back to August 2012 since this was one business operating in the same building. Resulting in a credit of \$405.36 in base rate charges. Lastly, Mr. Thompson stated that account number 012475-002 or 302 A & B 14th Ave S is currently being billed two base rates, as it should be as there are two separate entities

in that building. However, Thomson said that around the end of October 2015 the building was going to be opened up to just be one unit with a single business operating out of it.

Arial overviews of these properties can be seen below, one from 2009 another from 2012. Motion by Wolfram, second by Lahner to approve base rate credits for 314 A 14th Ave S, 314 14th Ave S, 310 14th Ave S, and 306 B 14th Ave S, in the amount of \$1,621.44.

Motion carried, all Trustees present voting 'aye'.

- Account # 010689-022. Case received a letter from the City of Clear Lake noting that they have been mistakenly double billing this account for water since 2003. In July 2014 the City added a sewer charge to this bill, prompting an additional billing from the Sanitary District as well. The charges billed in error by the District since July 2014 amount to \$308.14. Motion by Clark, second by Lahner to approve a credit in the amount of \$308.14 for account #010689-022. Motion carried, all Trustees present voting 'aye'.
- Account # 010689-016; -017, -018. Case explained that these three account numbers are all for one building and are billed a total of six base rates. Since the whole building is, and has been for a while, occupied by a single business, the Village Store, Case believes this should be reduced to a single base rate. Motion by Lahner, second by Meyer to approve reducing the base rates on the Village Store to a single base rate, effective immediately. Motion carried, all Trustees present voting 'aye'.
- Account # 014551-000. Moore explained that he received a call from Mr. Andersen, the owner, who explained that they had been gone for a week and when they returned they were notified by their neighbor that there was a lot of water on the ground surrounding and underneath their trailer. Schroeder Plumbing came out and identified the problem being a split fitting on a valve. The result was additional usage of 108,750 gallons over their normal usage. The extra water went on the ground, not down the sewer. Motion by Clark, second by Meyer to approve a credit of 108,750 gallons, or \$235.99. Motion carried, all Trustees present voting 'aye'.

Item # 7. Controls Upgrade project miscellaneous components quote, \$8,827.98. Moler noted that there were some components that were not included in the controls bid specification. The cost of these components amount to \$8,827.98. Motion by Clark, second by Lahner to approve the additional \$8,827.98 worth of components for the Controls Upgrade Project. Motion carried, all Trustees present voting 'aye'.

Item # 8. Capital improvement projects and budget. Moler briefly discussed the potential upcoming projects that need to be accounted for, including but not limited to lining sewer lines, repairing the SBR interior walls and sewer pipe/manhole restoration. Moler explained to the board that when the debt is paid off in June 2017 these revenues will fund capital improvement and replacement fund budgets in amounts similar to those amounts established in 1998. Moler stated that since 1998 the capital improvement and replacement budget amounts had been reduced and added to other expense budget items to offset inflation. Moler stated that 20 years from 2017 or in 2037 there will be no debt to retire and therefore, no extra revenues to 'reset' the capital improvement and replacement funds back to 2017 fund amounts. Moler explained that this amounts to approximately 2.2% inflation each year. Moler said if the sewer rates are increased \$0.40 per each year beginning 2017 the District would never experience budget woes and customers would continue to experience reasonable sewer fees. The alternative, Moler said, would be an \$8 per month sewer increase (22%) every 20 years.

Item # 9. Employee compensation and benefits program. Moler stated that 3.1% was budgeted for raises this year and that he is recommending a 3.0% increase for employees. After some discussion the Board decided on a 2.5% increase for employees. Motion by Meyer, second by

Wolfram to approve a 2.5% wage increase for employees. Motion carried, all Trustees present voting ‘aye’.

Moler requested to be considered for a 2.36% wage increase for himself. Moler stated that his wage increase is based upon the CPI index which was 0% this year but reminded the board that he has taken lesser raises than the CPI index in the past to stay equal to other employee percentage increases over the last 12 years. Moler reminded the board that this act has resulted in a wage 4.72% less than would be. The Board wished to review Moler’s contract and table this until the next meeting. Motion by Meyer, second by Clark to review Moler’s salary at the November meeting with any raise that might be given being retroactive to November 1st, 2015. Motion carried, all Trustees present voting ‘aye’.

Moler also requested a change to the vacation policy. This change would permit salaried employees to receive three weeks of vacation after five years of service instead of ten years and four weeks of vacation after ten years of service instead of fifteen years. Motion by Clark, second by Wolfram to approve of the vacation policy change, granting salaried employees three weeks of vacation after five years of service and four weeks of vacation after ten years of service. Motion carried, all Trustees present voting ‘aye’.

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

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 Clark to adjourn. Motion carried, all Trustees present voting ‘aye’. Meeting adjourned at 3:29 p.m.

ATTEST:

Bobby, Wolfram, Jr., Clerk

Clear Lake Sanitary District
Standard Monthly Invoices already paid as of October 20, 2015

Check #	Date	Vendor Name	Amount	Description
EFT	09/16/15	NET PAYROLL	14,288.82	09/16/15 NET PAYROLL
EFT	09/16/15	FEDERAL W/H	5,959.02	09/16/15 FEDERAL WITHHOLDING
EFT	09/16/15	DHS W/H	230.77	09/16/15 DHS WITHHOLDING
EFT	09/16/15	EMPLOYEE HSA CONTRIBUTIONS	180.00	09/16/15 EMPLOYEE HSA CONTRIBUTIONS
EFT	09/19/15	CLEAR LAKE B&T	52.99	DEPOSIT SLIP ORDER
EFT	09/30/15	NET PAYROLL	13,990.33	09/30/15 NET PAYROLL
EFT	09/30/15	FEDERAL W/H	5,913.11	09/30/15 FEDERAL WITHHOLDING
EFT	09/30/15	DHS W/H	230.77	09/30/15 DHS WITHHOLDING
EFT	09/30/15	EMPLOYEE HSA CONTRIBUTIONS	180.00	09/30/15 EMPLOYEE HSA CONTRIBUTIONS
EFT	09/30/15	IPERS W/H	9,632.67	09/30/15 IPERS WITHHOLDING
EFT	09/30/15	IA DEPT. REV.	3,152.00	09/30/15 STATE W/H
EFT	10/09/15	POSTMASTER	1,404.55	OCT BILL MAILING

EFT	10/14/15	NET PAYROLL	14,970.91	10/14/15 NET PAYROLL
EFT	10/14/15	NET BOARD PAYROLL	1,590.43	10/14/15 NET BOARD PAYROLL
EFT	10/14/15	FEDERAL W/H	6,322.19	10/14/15 FEDERAL WITHHOLDING
EFT	10/14/15	DHS W/H	230.77	10/14/15 DHS WITHHOLDING
EFT	10/14/15	EMPLOYEE HSA CONTRIBUTIONS	180.00	10/14/15 EMPLOYEE HSA CONTRIBUTIONS
EFT	10/14/15	IA WORKFORCE DEVELOPMENT	36.42	2ND QTR 2015 UNEMPLOYMENT
EFT	10/16/15	IA DEPT. REV.	3,212.00	2ND QTR 2015 SALES TAX
21990	09/24/15	IA ONE CALL	75.60	AUG ONE CALL CHARGES
21991	09/24/15	ALLIANT ENERGY	2,178.79	ELECTRIC/GAS
21992	09/24/15	USA BLUE BOOK	315.85	POLYMER PUMP REPAIRS
21993	09/24/15	KNORR ELECTRIC	206.25	PUMP REPAIRS
21994	09/24/15	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
21995	09/24/15	FASTENAL CO.	3.00	VEHICLE PARTS
21996	09/24/15	MUNICIPAL SUPPLY, INC.	884.80	2" & 1" METERS
21997	09/24/15	TEST AMERICA	75.00	DMRQA STUDY
21998	09/24/15	WELLMARK BLUE CROSS	10,741.88	HEALTH INS PREMIUMS
21999	09/24/15	FEDERAL EXPRESS	104.19	SHIPPING CHARGES
22000	09/24/15	J & J MACHINE	112.50	LOADOUT PUMP REPAIRS
22001	09/24/15	PRINCIPAL FINANCIAL	897.03	DENTAL INS PREMIUMS
22002	09/24/15	PEKIN LIFE INS	549.26	LIFE INSURANCE PREMIUMS
22003	09/24/15	MASON CITY RED POWER	73.20	LOADOUT PUMP PARTS
22004	09/24/15	CARDMEMBER SERVICES	86.38	GM PARTS ONLINE - COLORADO HARNESS
22004	09/24/15	CARDMEMBER SERVICES	20.45	KRAMER - HOSE FITTINGS
22004	09/24/15	CARDMEMBER SERVICES	1,401.36	IDEXX - LAB SUPPLIES
22004	09/24/15	CARDMEMBER SERVICES	49.03	CURRENT LABELS - LAB ADDRESS LABELS
22004	09/24/15	CARDMEMBER SERVICES	9.16	KRAMER - OUTFALL BLDG FILTERS
22004	09/24/15	CARDMEMBER SERVICES	82.72	HACH - LAB SUPPLIES
22004	09/24/15	CARDMEMBER SERVICES	13.03	KRAMER - SHOP SUPPLIES
22004	09/24/15	CARDMEMBER SERVICES	296.24	CL TEL - PHONE/INTERNET SERVICE
22004	09/24/15	CARDMEMBER SERVICES	68.08	VTEL - PHONE SERVICE
22004	09/24/15	CARDMEMBER SERVICES	645.00	HACH - LAB SUPPLIES
22004	09/24/15	CARDMEMBER SERVICES	119.88	POWERAIRE - INJECTION PUMP PARTS
22004	09/24/15	CARDMEMBER SERVICES	44.97	KRAMER - BATTERIES
22004	09/24/15	CARDMEMBER SERVICES	14.99	KRAMER - BATTERIES
22004	09/24/15	CARDMEMBER SERVICES	234.92	AMAZON - FLANGE FOR CYCLONE REPLACEMENT
22004	09/24/15	CARDMEMBER SERVICES	16.98	MILWAUKEE TOOLS - DRILL SCREW
22004	09/24/15	CARDMEMBER SERVICES	146.97	EBAY - AIR NEEDLE SCALER
22004	09/24/15	CARDMEMBER SERVICES	137.79	VERIZON - PLANT CELL/CPU SERVICE
22004	09/24/15	CARDMEMBER SERVICES	38.00	LANDS' END - EMPLOYEE UNIFORMS
22004	09/24/15	CARDMEMBER SERVICES	9.98	KRAMER - SAFETY SPRAY PAINT
22004	09/24/15	CARDMEMBER SERVICES	850.77	HAHN EQUIPMENT - READY 8 PUMP
22004	09/24/15	CARDMEMBER SERVICES	98.98	KRAMER - SBR #2 FLEX JOINT PARTS
22004	09/24/15	CARDMEMBER SERVICES	15.99	KRAMER - BATTERIES
22004	09/24/15	CARDMEMBER SERVICES	304.37	SAMS' CLUB - OFFICE CHAIR/ENVELOPES
22004	09/24/15	CARDMEMBER SERVICES	89.18	FLEET FARM - SHOP SUPPLIES
22004	09/24/15	CARDMEMBER SERVICES	260.00	HR SIMPLE - HR MANUAL/SUBSCRIPTION
22004	09/24/15	CARDMEMBER SERVICES	258.47	AMAZON - SHREDDER/OFFICE SUPPLIES
22004	09/24/15	CARDMEMBER SERVICES	23.75	LANDS' END - EMPLOYEE UNIFORMS
22004	09/24/15	CARDMEMBER SERVICES	848.18	AMAZON - PLANT EQ REPAIR KITS
22004	09/24/15	CARDMEMBER SERVICES	160.84	USA BLUE BOOK - BLDG 30/SHOP SUPPLIES
22004	09/24/15	CARDMEMBER SERVICES	217.46	ALLIED ELECTRONICS - SBR BLOWER PARTS
22004	09/24/15	CARDMEMBER SERVICES	27.05	STANDARD BEARING - LOADOUT PUMP SEALS
22004	09/24/15	CARDMEMBER SERVICES	48.28	STANDARD BEARING - LOADOUT PUMP KITS
22005	09/24/15	MOORE, ANGIE	150.00	CLEANING SERVICES
22006	09/24/15	B & F FASTENER SUPPLY	20.89	CONNECTORS - SHOP STOCK
22007	09/24/15	HAWKINS, INC.	1,901.16	ACRYLIC POLYMER

22008	09/24/15	CULVER-HAHN ELECTRIC	56.54	WIRE - SHOP
22009	09/24/15	DOUG'S SMALL ENGINE	112.50	TORO MOWER BELT
22010	09/24/15	UTILITY EQUIPMENT CO.	663.60	GRIT CYCLONE PARTS
22011	10/08/15	ALLIANT ENERGY	5,038.25	ELECTRIC/GAS
22012	10/08/15	NAPA	588.69	PARTS/SUPPLIES
22013	10/08/15	PMMIC	788.00	LS#8 INSURANCE PREMIUMS
22014	10/08/15	MILLER, JOHN	10.35	3RD QTR 2015 MILEAGE
22015	10/08/15	LAHNER, STEPHEN	18.40	3RD QTR 2015 MILEAGE
22016	10/08/15	MARCO, INC.	30.74	COPIER MAINT. FEE
22017	10/08/15	TEST AMERICA	2,090.50	LAB TESTING
22018	10/08/15	FEDEX FREIGHT	342.67	SHIPPING LIMITOURGE
22019	10/08/15	ABSOLUTE WASTE	94.56	WASTE DISPOSAL SERVICE
22020	10/08/15	CLARK, TIM	25.30	3RD QTR 2015 MILEAGE
22021	10/08/15	AVESIS	202.54	VISION INS PREMIUMS
22022	10/08/15	MEYER, LOTHAR	6.90	3RD QTR 2015 MILEAGE
22023	10/08/15	WOLFRAM, JR., ROBERT	23.00	3RD QTR 2015 MILEAGE
22024	10/08/15	MOORE, ANGIE	150.00	CLEANING SERVICES
22025	10/08/15	HANCOCK COUNTY OIL	383.61	GAS
22026	10/15/15	CASE, MICHELLE	1,000.00	2015 HSA DEDUCTIBLE REIMBURSEMENT
22027	10/15/15	CONSOLIDATED ENERGY	1,895.50	DIESEL FUEL
			<u>120,301.77</u>	

**Clear Lake Sanitary District
Unpaid Invoices as of October 20, 2015**

Check #	Date	Vendor Name	Amount	Description
PENDING	10/20/15	ACCELA	698.25	JULY/AUG WEB PYMT & CREDIT CARD FEES
PENDING	10/20/15	ALLIANT ENERGY	12,613.67	GAS/ELECTRIC BILLS
PENDING	10/20/15	CULVER-HAHN ELECTRIC	52.01	TEST LEAD SET
PENDING	10/20/15	DIAMOND VOGEL	183.88	PAINT/SUPPLIES - BLDG 30
PENDING	10/20/15	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
PENDING	10/20/15	ENABNIT, RUSS	4.60	ON-CALL MILEAGE REIMBURSEMENT
PENDING	10/20/15	FAREWAY	94.50	WATER FOR LAB
PENDING	10/20/15	FEDERAL FIRE EQUIPMENT CO.	348.41	EXTINGUISHER INSPECTION/MAINT.
PENDING	10/20/15	FIVE STAR CO-OP	71.98	WEED KILLER
PENDING	10/20/15	GFG INSTRUMENTATION	1,109.18	GAS DETECTOR REPAIR/CALIBRATION GAS
PENDING	10/20/15	GRABINSKI LAW FIRM	1,425.00	LEGAL SERVICES 7/21 - 9/18/15
PENDING	10/20/15	GRP & ASSOCIATES	53.00	LAB WASTE DISPOSAL
PENDING	10/20/15	HOTSY	59.63	FUEL SOLENOID
PENDING	10/20/15	IOWA ONE CALL	67.60	IA ONE CALL LOCATE CHARGES
PENDING	10/20/15	LAKE AUTO PARTS	28.59	GAUGE/CONNECTOR
PENDING	10/20/15	LANDFILL OF NORTH IOWA	294.32	GRIT/WASTE DISPOSAL
PENDING	10/20/15	MECAHNICAL AIR SYSTEMS	300.00	BACKFLOW TESTING
PENDING	10/20/15	MUNICIPAL SUPPLY INC	234.15	METER REMOTE READ WIRE
PENDING	10/20/15	PEKIN	549.26	LIFE INSURANCE PREMIUMS
PENDING	10/20/15	SIMMONS PERRINE MOYER BER PLC	418.00	LEGAL SERVICES THRU 8/31/15
PENDING	10/20/15	SPILMAN, DENNIS	9.86	MEAL/MILEAGE REIMBURSEMENT
PENDING	10/20/15	WELLMARK BLUE CROSS	10,907.12	HEALTH INS PREMIUMS
PENDING	10/20/15	WHEELER, JAMES	11.04	REFUND
PENDING	10/20/15	WINDLE, BECKY	5.00	REFUND
			<u>29,632.77</u>	

