

KOONTZ LAKE REGIONAL SEWER DISTRICT

P.O. Box 204
Walkerton, IN 46574

MINUTES OF REGULAR MEETING OF BOARD OF TRUSTEES OF KOONTZ LAKE REGIONAL SEWER DISTRICT

January 21st, 2025

The January 21st, 2025 Regular meeting of the Board of Trustees of the Koontz Lake Regional Sewer District was held at 5:30 p.m., local central time, at the KLRSD Administrative Building, 10625 East Prairie Avenue, Walkerton, Indiana 46574. The meeting was called to order by Jeff Jarnecke. Other board members present were: Kristy Wilsey, Heather Harty, Steve Giese and Ron Armstead. Board members Jerry Weber and Paul Warnke attended by teleconference.

Mr. Jarnecke asked the Board if there were any additions or corrections with respect to the adoption of the January 21st, 2025 Agenda as previously published. Ms. Harty made the motion to accept the agenda as presented, Ms. Wilsey seconded, and upon roll call vote, the Board unanimously approved the Agenda.

Next on the Agenda was the reading of the December 17th, 2024 Minutes. Mr. Jarnecke asked if there were any additions or corrections to the Minutes. There was one correction – Steve Giese called in. Ms. Harty made the motion to accept the Minutes with the correction, Ms. Wilsey seconded and upon vote, the Board unanimously approved.

The Nomination Committee reported that the Marshall County Commissioners approved Steve Giese to serve on the Koontz Lake Regional Sewer District Board.

Next was the Treasurer's Report:

Treasurer's Report on next page.

2/16/2025

KOONTZ LAKE REGIONAL SEWER DISTRICT

CASH

1 st Source Bank Checking Account	
Balance as of November 30, 2024:	\$262,089.36
Checks, withdrawals, debits	-\$43,871.61
Service charges	-\$51.76
Deposits and credits	\$56,034.40
Interest earned	\$58.26
Statement balance as of December 31, 2024:	<u>\$274,258.65</u>
Checks written but not cleared	\$0.00

Available balance in checking: \$274,258.65

Certificates of Deposit: \$1,152,500.71

Total funds \$1,426,759.36

RECEIVABLES

Reported by JPR as of 12/16/2024 **\$84,034.02** [see Note 1]

CLAIMS

The following invoices and claims are presented:

NIPSCO	gas cwp	\$123.62 *1
NIPSCO	elec cwp	\$6,452.77 *1
NIPSCO	Admn Bldg	\$193.00 *1
NIPSCO	grinders	\$745.81 *1
Republic Services		\$4,220.62 *1
Brightspeed		\$225.19 *1
Marshall Co REMC		\$207.00 *1
Baker Tilly		\$2,955.75 *4
First Source		\$51.76 *1
Astbury		\$5,315.00
JPR		\$23,964.30
Bill.com		\$123.23 *1
IUPPS		\$143.45
Universal Security		\$135.00
Lawrence Lawn		\$150.00
IDEM		\$1,215.00
K Wilsey		\$245.00
Jerry Weber		\$196.00
R Armstead		\$245.00
H Harty		\$196.00
Total claims		<u><u>\$47,103.50</u></u>

* Footnotes to Claims:

- *1 Preapproved for automatic payment.
- *2 Debit Card
- *3 Contract services plus SLR services, numerous service calls and repairs.
- *4 Contract services.

Note 1: Receivable aging:

Current	\$37,851.46
30 days	\$6,383.98
60 days	\$4,152.51
90+	\$12,335.16
Lien	\$23,310.91
Total	<u>\$84,034.02</u>

3.2% (percent of annual revenue)

Note 2: The Treasurer recommends approval to pay all claims listed above.

Ms. Harty reported that the Treasurer's Report will further be approved and accepted at the February 2025 meeting. Ms. Harty is working on an End of Year for 2024 Summary.

Mr. Jarnecke will discuss with BakerTilly and Shelley Bell about moving up paperwork to one week earlier in the month.

For Asset Management, Mr. Jarnecke filled Mr. Giese in on Astbury's Asset Management Plan that was created. The District is looking to purchase another 25 to 50 grinders before the next price increase. Mr. Jarnecke will investigate this further and if there is a price increase before the next meeting, he has the Board's authorization to purchase 25 grinders. If there will not be an increase before the February meeting, Mr. Jarnecke will collect more data to present to the board on approximate grinder replacement plans. Ms. Harty made the motion to authorize Mr. Jarnecke to purchase 25 grinders before the February meeting if the price would increase before that meeting and to continue collecting more data on grinder purchases, Ms. Wilsey seconded this motion, and upon polled vote, the Board unanimously approved.

For Billing, the Board was informed that JPR is no longer active in the Billing process for the District. Astbury has officially started the billing process for the KLRSD and so far, it is mostly seamless. Mr. Jarnecke is monitoring the Gmail account for any problems. Customers have been calling in with any questions..

For Engineering, it was reported that manhole cover repairs are still a workin process.

For our Operator, Mr. Dan Fox mentioned that ammonia levels may be higher at the plant due to the lower temperatures. He will continue monitoring this situation.

The System and Building reported as everything looking good.

For the Website, Ms. Wilsey will update information for Ms. Harty and Mr. Giese on the Board Members page.

There was nothing to report for Compliance.

For Contract Administration, it was reported that we are waiting on Tom Astbury for the final contract for all of their services. Mr. Jarnecke will follow up on this.

It was also noted that Locate Services are now going to a 2-year term.

For Key Control, Ms. Wilsey will take over this responsibility.

For P & P, Mr. McKenna had been doing this and the Board is seeking a volunteer.

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There was nothing to report by Records Management.

Under Old Business, the District is still waiting on Haskin/Selge on the manhole covers. Mr. Warnke will follow up with them.

Under New Business, Paul Matker called. Mr. Jarnecke will follow up.

For Other Business, Mr. Jarnecke will talk to Mr. Fox about pump usage.

There being no further business to come before the Board, Ms. Harty made the motion to adjourn the meeting, Ms. Wilsey seconded, and upon polled vote, the Board unanimously approved and Mr. Jarnecke adjourned the January 21st, 2025 Regular Meeting of the Koontz Lake Regional Sewer District Board of Trustees at approximately 7:09 p.m.

Respectfully submitted by Shelley K. Bell, KLRSD Bookkeeper

January 21st, 2025 KLRSD Regular Board Meeting Minutes approved by:

Steve Giese

Kristy Wilsey

Gerald Weber

Paul Warnke

Ronald Armstead

Jeff Jarnecke

Heather Harty

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