

# KOONTZ LAKE REGIONAL SEWER DISTRICT

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P.O. Box 204  
Walkerton, IN 46574

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

April 15<sup>th</sup>, 2025

The April 15<sup>th</sup>, 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, Paul Warnke, Steve Giese, and Ron Armstead. Board member Jerry Weber attended by teleconference. Also attending were Kim Giese and Shelley Bell.

Mr. Jarnecke asked the Board if there were any additions or corrections with respect to the adoption of the April 15<sup>th</sup>, 2025 Agenda as previously published. Ms. Harty made the motion to accept the agenda as presented, Mr. Armstead seconded, and upon roll call vote, the Board unanimously approved the Agenda.

Next on the Agenda was the reading of the the February 18<sup>th</sup>, 2025 Minutes. Mr. Jarnecke asked if there were any additions or corrections to the Minutes. Mr. Giese made the motion to accept the Minutes as presented, Ms. Harty seconded and upon polled vote, the Board unanimously approved.

The Nominating Committee had no update but are working on getting a list with terms.

The Board is also looking at getting Google Drive access. Ms. Harty said she would like to put meeting materials on Google Drive in a folder for the Board Members to access.

Next was the Provisional Treasurer's Report:

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**KOONTZ LAKE REGIONAL SEWER DISTRICT**

**CASH**

1 <sup>st</sup> Source Bank Checking Account	
Balance as of February 28, 2024:	\$183,045.82
Checks, withdrawals, debits	-\$49,966.69
Service charges	-\$49.60
Deposits and credits	\$62,593.35
Interest earned	<u>\$466.00</u>
Statement balance as of March 31, 2025:	\$196,088.88
Checks written but not cleared	\$0.00
Available balance in checking:	<u><b>\$196,088.88</b></u>
Certificates of Deposit:	<u><b>\$1,154,602.13</b></u>
<b>Total funds</b>	<b>\$1,350,691.01</b>

**RECEIVABLES**

Reported by Astbury as of 1/31/25	<u><b>\$45,215.91</b></u> (see Note 1)
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**CLAIMS**

The following invoices and claims are presented:

NIPSCO	gas cwp	\$117.22 *1
NIPSCO	elec cwp	\$6,273.82 *1
NIPSCO	Admn Bldg	\$226.87 *1
NIPSCO	grinders	\$735.23 *1
Republic Services		\$4,257.25 *1
Brightspeed		\$274.12 *1
Marshall Co REMC		\$225.00 *1
First Source		\$49.60 *1
Covalen		\$7,458.00
Personnel Partners		\$1,480.50
Bill.com		\$119.36 *1
IUPPS		\$271.70
Universal Security		\$135.00
H Harty		<u>\$119.88</u>
<b>Total claims</b>		<u><b>\$21,743.55</b></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	-\$5,811.62
30 days	\$0.00
60 days	\$0.00
90+	\$27,716.62
Lien	<u>\$23,310.91</u>
<b>Total</b>	<u><b>\$45,215.91</b></u>

3.2% (percent of annual revenue)

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

Ms. Harty reported that the District is in good financial standing and one CD rolled over this month. Liens were filed in Starke County for this month. Marshall County Liens had been filed in February. Ms. Harty is working with Astbury to get the up to speed.

Mr. Jarnecke agrees that Bakertilly and Astbury are going well.

Ms. Harty made the motion to approve and pay both March and April bills for 2025, Mr. Warnke seconded, and upon polled vote, the Board unanimously approved.

There was no Asset Management report.

For Astbury Billing, call volume has slowed down. A few more liens went out this month than usual especially for Starke County.

For Astbury Engineering, Mr. Warnke reported that the Grinder on Potwatami has been replaced and is in. We are waiting on the contractor. This pump had to be replaced due to constantly getting water in it and burning up the pumps.

The Board noted that the site of the old laundromat may be remodeled for use as a commercial building. The owners have been advised to put a large grease trap in, outside so it's servicable. They are working with McIntosh Construction.

Mr. Jarnecke reported there was another break on South Avenue which Dan Fox serviced quickly. It required minor repairs and was possibly due to a boring issue.

There was no Operator's Report.

For System Management, Mr. Armstead reported everything looking good. The floor is cleared and cleaned. There are only 2 controllers left.

For Building Management, Jessie Markin had cleaned recently.

The Website manager reported that personal emails of Board members have been removed and the terms of the Board Members has been added to the Board Members page.

There was no Compliance report.

There was no Contract report.

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For P & P, Mr. Jarnecke reported we should make sure the P & P stays updated. The Board will need to look at it as well as look at Capital Plans (grinders and such).

There was nothing to report by Records Management.

There was no Old Business to discuss.

For New Business, Mr. Giese reported that he noticed a light at the CWP was flashing on and off. Mr. Jarnecke will notify Mr. Dan Fox of Astbury.

There being no further business to come before the Board, Mr. Giese made the motion to adjourn the meeting, Ms. Wilsey seconded, and upon polled vote, the Board unanimously approved and Mr. Jarnecke adjourned the April 15<sup>th</sup>, 2025 Regular Meeting of the Koontz Lake Regional Sewer District Board of Trustees.

Respectfully submitted by Shelley K. Bell, KLRSD Bookkeeper

April 15<sup>th</sup>, 2025 KLRSD Regular Board Meeting Minutes approved by:

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Steve Giese

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Kristy Wilsey

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Gerald Weber

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Paul Warnke

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Ronald Armstead

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Jeff Jarnecke

\_\_\_\_\_  
Heather Harty

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