

# 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 16th, 2024

The April 16th, 2024 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, and Ron Armstead. Attending via teleconference were Mike McKenna, Paul Warnke, and Jerry Weber. Also present were Dan Fox of Astbury and Shelley Bell.

Mr. Jarnecke asked the Board if there were any additions or corrections with respect to the adoption of the April 16th, 2024 Agenda as previously published. Ms. Wilsey made the motion to accept the agenda as presented, Ms. Harty seconded, and upon roll call vote, the Board unanimously approved the Agenda.

Next on the Agenda was the reading of the March 19th, 2024 Minutes. Mr. Jarnecke asked if there were any additions or corrections to the Minutes. Mr. Armstead made the motion to accept the Minutes as presented, Ms. Harty seconded, and upon polled vote, the Board unanimously approved.

The Nominating Committee had nothing to report.

Next was the Treasurer's Report:

Treasurer's Report on next page:

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**TREASURERS REPORT**

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**CASH**

1<sup>st</sup> Source Bank Checking Account

Balance as of February 29, 2024:	\$314,122.47
Checks, withdrawals, debits	-\$53,570.18
Service charges	-\$55.75
Deposits and credits	\$53,716.55
Interest earned	\$83.97
Statement balance as of March 31, 2024:	\$314,297.06
Checks written but not cleared	-\$27,563.09
Available balance in checking:	<u>\$286,733.97</u>
Certificates of Deposit:	<u>\$1,065,300.26</u>
<b>Total funds</b>	<b>\$1,352,034.23</b>

**RECEIVABLES**

Reported by JPR as of 4/10/2024 \$84,262.42 (see Note 1)

**CLAIMS**

The following invoices and claims are presented:

NIPSCO	CWP gas	\$76.83	*1
NIPSCO	CWP electric	\$4,913.78	*1
NIPSCO	OB gas & electric	\$202.22	*1
NIPSCO	CS grinder electric	\$690.12	*1
Republic Svcs	sludge hauling	\$3,114.32	*1
Brightspeed (CenturyLink)	Phone Svc	\$209.66	*1
Marshall County REMC	SLR electric	\$231.00	*1
Astbury Water Tech	Operator services	\$0.00	*3
Jones Petrie	billing and engineering	\$9,514.46	*4
Personnel Partners	staffing services	\$740.25	
Universal Security	security services	\$135.00	
IUPPS	locate services	\$87.40	
Jessie Markin	cleaning services	\$25.00	
	<b>Total claims</b>	<u><b>\$19,940.04</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	\$50,808.84	
30 days	\$6,579.76	
60 days	-\$524.73	
90+	\$13,138.11	
Lien	\$14,260.44	2.0% (percent of annual revenue)
Total	<u>\$84,262.42</u>	

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

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Mr. McKenna reported that this month, Baker Tilly set up to use Bill.com to pay bills usually paid by check.

Mr. McKenna also noted that liens at 90 plus days are the lowest they've been in a long time.

There being no further discussion regarding the Treasurer's Report, Mr. McKenna made the motion to accept the Treasurer's Report as presented, Ms. Wilsey seconded, and upon polled vote, the Board unanimously approved.

There was nothing reported by Asset Management.

There was no discussion on JPR Billing or JPR.

Mr. Dan Fox reported for Astbury that fiber installations were ongoing in Marshall County and that a fiber installation crew damaged a force main in front of 20815 South Lake Drive on April 10th. The boring crew had stuck and broken a shut off valve and subsequent piping at the grinder station causing leakage that bubbled up to ground surface. Astbury called a pumper truck to deal with the immediate needs and their crews were in motion within 15-20 minutes of receiving the notice of the problem. Mr. Fox had been called approximately 4:45 pm and by 6:00 pm the damage was fixed.

The company responsible for the boring will be billed for the damage and repair costs. Mr. Warnke said there will be a bill from the pumper truck and a bill from Selge Construction for approximately \$10,000.

There was discussion as to who would be billed. Mr. McKenna asked if Astbury would bill KLRSD or the boring company. Mr. Warnke questioned if KLRSD would pay the bills and then recover the costs from QC Connections or how it would be handled.

Mr. McKenna said he believed thinks the District would have to pay the original bills because we were the ones who called these people in to fix our problem. If the District receives clean invoices from all responders, then the District can bill the boring company. The District will want to pay the bills in a timely fashion in order to keep us good with our responding companies.

Mr. Fox is trying to get the provider's name and who the boring company is working for. He added that the sewer was clearly marked. He has informed the boring crew that they should coordinate with the Sewer District to view asbuilt drawings of the system before boring. Astbury also filed a Bypass/Overflow Incident Report with the State of Indiana Department of Environmental Management, Office of Water Quality.

Mr. Warnke had JPR document that everything was marked appropriately to avoid situations like this.

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Since this incident, the boring company has called in 3 or 4 locates for repetitive times in same area. Because the District is charged for these multiple locates, the drilling company will be getting charged for this. Mr. Warnke commented that the District will probably suffer through this until the fiber boring company has completed operating in this area.

Mr. Warnke will have JPR start getting all information related to this incident, as well as repetitive locates for same areas, together in a final package.

Mr. Jarnecke said the driller should be put on notice for this including the date, time, and what happened.

Mr. Warnke will drop QC Connections an email to let them know this is what the District is going to do and how we plan to charge them for this.

Mr. McKenna added that the District needs to make sure we have all contacts documented well in case we need to bring an attorney in.

In addition to sending pictures of the damage and damaged parts, Mr. Fox brought in the check valve and items to show where the damage had occurred on the parts he needed to replace.

Mr. Jarnecke is going to see if he can find who hired QC Connections.

Moving on to Astbury's Report, Mr. Fox reported that the CWP is running well. One of the air compressors failed and they were able to use the extra compressor to return to service. The new Air Compressor is purchased, onsite and ready for installation.

The Effluent Auto Sampler has stopped and is beyond repair. Mr. Fox said Astbury purchased a new auto sampler per their contract and has placed it in service.

Mr. Jarnecke suggested making a list of lids that are too high or need to be raised.

During March and April, Astbury had 10 grinder call outs not including the forcemain issue of April 10<sup>th</sup>.

Mr. Fox also informed the Board that one grinder has roots growing in it between the inlet pipe and grommets, not coming through the user's line. This will need to be dug up and fixed. This could be "piggy backed" on another reason as it would require being out there 3 or 4 hours.

Mr. Jarnecke will contact Mr. Joe Knizer regarding this matter.

Mr. Warnke asked if we are out of new grinders. The answer was "yes". The District will need to order a new batch.

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Mr. Fox said it is us up to the Board. We currently have some spares that have been fixed.

Mr. Armstead suggested getting 20 plus grinders as well as extra control panels.

Mr. McKenna told the Board that we've budgeted for 50 new grinders to be purchased each year.

Currently there are 52 good, repaired grinders at the CWP available to be used.

Mr. McKenna suggested getting a new quote with various quantities. He will proceed with this.

Mr. Fox said they are starting to see some of the original pumps needing fixed, while other have had at least six repairs.

Mr. Jarnecke said that by the end of this fall, we should have a plan for Capital Improvements.

The System Manager reported that there are 52 repaired pumps available for use and there are 23 needing work. Mr. Armstead also reported that a water heater is being quoted at \$6,000 to \$10,000. Mr. Jarnecke said he did receive a quote for \$2,400 for a water heater which would replace the current one and be like-for-like.

Ms. Harty, Mr. Armstead, and Ms. Wilsey want to move forward with it.

A motion to accept the quote of \$2,175 by OJS was made by Mr. Armstead with Ms. Wilsey seconding. Upon polled vote, all Board members present passed this motion.

The Building Manager reported that everything was looking well. Mr. McKenna will request that the entire building be mopped and the refrigerator cleaned, which would add a few hours to the cleaner's time. Mr. Jarnecke suggested she come in after May 7<sup>th</sup>.

May 7<sup>th</sup>, the Administration Building will be used as a polling place for the primary elections.

There was nothing to report by the following:

- Website Management
- Compliance Management
- Contract Management
- Key Control

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- P&P Committee
- Records Management

There was no Old Business discussed.

There was no New Business to discuss.

There being no further business to come before the Board, Ms. Harty made the motion to adjourn the meeting, with Ms. Wilsey seconding. The April 16th, 2024 Regular Meeting of the Koontz Lake Regional Sewer District Board of Trustees was adjourned by Mr. Jarnecke at approximately 6:16 p.m. local Central Time.

Respectfully submitted by Shelley K. Bell, KLRSD Bookkeeper

April 16th, 2024 KLRSD Annual Board Meeting Minutes approved by:

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Michael McKenna

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Kristy Wilsey

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Gerald Weber

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Paul Warnke

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Ronald Armstead

\_\_\_\_\_  
Jeff Jarnecke

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Heather Harty

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