

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 17th, 2023

The January 17th, 2023 Regular meeting of the Board of Trustees of the Koontz Lake Regional Sewer District was held at approximately 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. Mike McKenna attended via teleconference. Also present was Valerie Teslow, Dan Fox and Shelley Bell.

Mr. Jarnecke asked if there were any additions or corrections to the January 17th, 2023. There being no additions or corrections, Mr. Armstead made the motion to approve the Agenda as posted, Ms. Wilsey seconded and upon vote, the Board unanimously approved.

Next, Mr. Jarnecke asked if there were any additions or corrections to the November 15th, 2022 KLRSD Board Meeting Minutes. Mr. McKenna requested the correction to page 3, paragraph 3 to read: "The expense of UV being at \$55,000, Swan Lake will pay 24% of the actual cost. Mr. Armstead made the motion to approve the Minutes as amended, Ms. Wilsey seconded, and upon roll call vote, the Board unanimously approved.

There was no Nominations Committee report.

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Next, the Treasurer's Report was present by Mr. McKenna. Continued on next page.

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TREASURERS REPORT

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CASH

1 st Source Bank Checking Account		
Balance as of November 30, 2022:		\$270,418.45
Checks, withdrawals, debits		-\$12,530.89
Service charges		-\$41.37
Deposits and credits		\$48,413.62
Interest earned		\$66.56
Statement balance as of December 31, 2022:		\$306,326.37
Checks written but not cleared		-\$24,050.41
Available balance in checking:		<u>\$282,275.96</u>
Certificates of Deposit:		<u>\$1,020,818.04</u>
Total funds		\$1,303,094.00

RECEIVABLES

Reported by JPR as of 1 /13/2023 \$107,604.91 (see Note 1)

CLAIMS

The following invoices and claims are presented:

NIPSCO	CWP gas	\$123.93	*1
NIPSCO	CWP electric	\$5,008.11	*1
NIPSCO	OB gas & electric	\$209.85	*1
NIPSCO	CS grinder electric	\$1,537.93	*1
Republic Svcs	sludge hauling	\$2,935.57	*1
Brightspeed (CenturyLink)	Phone Svc	\$205.66	*1
Marshall County REMC	SLR electric	\$253.00	*1
Astbury Water Tech	Operator services	\$5,818.30	*3
Jones Petrie	billing services	\$2,120.00	*4
Jones Petrie	billing reimbursables	\$1,622.93	*4
Jones Petrie	locate services	\$828.75	*4
Jones Petrie	engineering	\$150.00	*4
Jones Petrie	inspection services	\$2,130.00	*4
Personnel Partners	staffing services	\$740.25	
Larence Lawn Service	snow removal	\$150.00	
IUPPS	locate services	\$64.60	
GoDaddy	web services	\$30.98	
Jerry Segraves	refund	\$94.46	
WH Clevenger	legal services	\$150.00	
Universal Security	security services	\$135.00	
Kristy Wilsey	Board Comp	\$245.00	
Jerry Weber	Board Comp	\$245.00	
Ron Armstead	Board Comp	\$245.00	
Heather Harty	Board Comp	\$196.00	
	Total claims	<u>\$25,240.32</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	\$47,024.96	
		30 days	\$5,151.85	
		60 days	\$748.06	
		90+	\$14,771.93	
		Lien	\$39,908.11	5.9% (percent of annual revenue)
		Total	<u>\$107,604.91</u>	

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

Mr. Jarnecke noted that the District is still in a strong cash position and commended the Board for their work in maintaining this. He also followed up with JPR and said Jennifer Ransbottom will research and remove old, paid liens from the list.

There being no further questions or comments, the motion to approve all claims presented was made by Ms. Wilsey and seconded by Mr. Armstead. Upon polled vote, the Board unanimously approved.

Mr. McKenna told the Board he has done an analysis on our CD's and said that if we cash in all the low rate CD's, paying any fees and reinvest them in the higher rate CD's available now, the District will gain approximately \$85,000 over the next 5 years.

There was nothing to report for Asset Management.

JPR reported that the rate increase has only generated one phone call and complaint.

Mr. Armstead reported that he had received \$85.00 cash for grinder pumps that were scrapped and will hold the money for Mr. McKenna to deposit in the spring.

For Astbury, Mr. Fox reported that another grinder box was hit, so they will try to move it back. He noted that this was the second time it was in within 30 days.

Mr. Fox also reported that the sludge pump failed in December so a new one has been ordered.

Mr. Jarnecke thanked Mr. Fox for keeping everything going well at the CWP and throughout the system.

Mr. Fox said the new UV system should be coming soon. Mr. Fox and Mr. Jarnecke will get together on it.

Mr. McKenna told the Board to expect possibly four bills related to the UV system including: electrician, equipment, installers, and Astbury. He noted that these need to be separate from other "regular" billings that Astbury does for the District so Mr. McKenna can present them to Swan Lake who will pay 24% of the total costs.

Mr. Fox said he will also provide Mr. McKenna with flow numbers.

Mr. Warnke has been responsible for metering commercial properties to see if we need to monitor longer before making any other decisions regarding rates.

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Mr. Fox informed the Board that two of the last three grinders in the last two weeks were loaded with rags and grease from the homeowners usage. He suggested it may be time to send out another notice regarding usage of wipes, grease, and other items that create problems with the system.

Mr. Armstead suggested sending those particular properties a simple reminder card.

Mr. McKenna asked Mr. Fox to take pictures and to give visible pictures of what these do to grinders. Mr. Fox replied that they usually do take pictures and passed around a few shots to the Board members.

There was nothing additional to be reported by the System Manager.

For Building Management, Mr. Jarnecke said the inside of the Administration Building looks like it could use a cleaning. Mr. McKenna will call the person who does the cleanings.

The Board was told that Certified Pro had left a card in the door to remind us it was time for the annual fire extinguisher inspection. Mr. Jarnecke will contact them to schedule something after seeing how soon the extinguishers in the building need to be inspected. Mr. Fox added that the CWP had just had theirs inspected.

For the Website Manager, Mr. Jarnecke said he handles incoming items.

For Compliance, JPR's Kenny Jones, Mr. Jarnecke and Mr. Warnke are checking on these items.

It was noted that the storm water drain system needed bringing manhole covers up to grade, but this is not the responsibility of the Sewer District.

There were no reports for the following:

Contract Administrator

Key Control Administrator

P & P Committee

Records Management.

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Under Old Business, Mr. Armstead suggested talking to the new property owner where the District was looking at possibly purchasing land for leach beds and drying beds to see if the owner would be willing to sell us approximately 3 acres on the south side of the CWP. He added that the new owner is local. Mr. Jarnecke said it might be a good idea to approach this new owner and see if they might be interested in selling us property in the future, sometime.

Mr. McKenna reminded that Board that the engineer had previously said this would not be cost effective, but Mr. Jarnecke said he feels Mr. Fox and Mr. Armstead should go ahead and casually gather the information. Mr. Armstead said the new owners will be putting livestock on the property.

Mr. McKenna said the Board needed to ratify last month's claims. Mr. Armstead made the motion to approve the AP Register and Ms. Harty approved, and upon polled vote, the Board unanimously approved.

Under New Business, Ms. Harty suggested maybe the District could put a cell tower by the CWP because call carriers will pay for land to put them on. This could be an additional source of revenue.

Mr. Armstead said that if we did get a tower, it would need to be lower because the lake area is "in a hole".

Ms. Harty said she is willing to look into this.

Mr. McKenna said he had mixed feelings. An extra stream of revenue would be welcome, but only if we can do this with limited time and effort as the Board's primary responsibility is to provide sewer services at a reasonable cost.

A topic for a later agenda was Consistency in establishing funds and also equivalent dwelling unit EDU.

There being no further business to come before the Board, Mr. Amrstead motioned for the meeting to be adjourned, Ms. Harty seconded, and the January 17th, 2023 Regular Meeting of the Koontz Lake Regional Sewer District Board of Trustees was adjourned at approximately 6:20 p.m. local Central Time.

Respectfully submitted by Shelley K. Bell, KLRSD Bookkeeper

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January 17th, 2023 Regular Board Meeting Minutes approved by:

Michael McKenna

Kristy Wilsey

Gerald Weber

Paul Warnke

Ronald Armstead

Jeff Jarnecke

Heather Harty

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