

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

June 18th, 2024

The June 18th, 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: Heather Harty, Kristy Wilsey, Jerry Weber, Paul Wanke, Mike McKenna and Ron Armstead. Attending via teleconference was Jeff Jarnecke. Also present were Mr. B. White, Andrew Warnke and Shelley Bell.

Mr. Jarnecke asked the Board if there were any additions or corrections with respect to the adoption of the June 18th, 2024 Agenda as previously published. Mr. McKenna 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 May 21st, 2024 Minutes. Mr. Jarnecke asked if there were any additions or corrections to the Minutes. Mr. McKenna 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 st Source Bank Checking Account			
Balance as of April 30, 2024:		\$330,897.57	
Checks, withdrawals, debits		-\$19,157.83	
Service charges		-\$87.27	
Deposits and credits		\$69,052.47	
Interest earned		\$97.17	
Statement balance as of May 31, 2024:		\$380,802.11	
Checks written but not cleared		-\$57,710.04	
Available balance in checking:		<u>\$323,092.07</u>	
Certificates of Deposit:		<u>\$1,073,338.17</u>	
Total funds		\$1,396,430.24	

RECEIVABLES

Reported by JPR as of 5/17/2024 \$72,595.88 (see Note 1)

CLAIMS

The following invoices and claims are presented:

NIPSCO	CWP gas	\$75.64	*1
NIPSCO	CWP electric	\$5,426.22	*1
NIPSCO	OB gas & electric	\$171.58	*1
NIPSCO	CS grinder electric	\$699.95	*1
Republic Svcs	sludge hauling	\$0.00	*1
Brightspeed (CenturyLink)	Phone Svc	\$213.80	*1
Marshall County REMC	SLR electric	\$264.00	*1
Astbury Water Tech	Operater services	\$14,091.74	*3
Jones Petrie	billing and engineering	\$15,376.94	*4
Personnel Partners	staffing services	\$740.25	
OJS Bldg Svc	CWP water heater	\$2,175.00	
Selge Const	emergency services	\$8,356.25	
CertaSite	fire extinguishers	\$159.00	
Baker-Tilley	accounting svc	\$8,091.25	
KLA	Garbage svc	\$450.00	
Jessie Markin	cleaning svc	\$25.00	
bill.com	check writing svc	\$77.25	
GlobalBiz	check validation svc	\$59.99	
	Total claims	<u>\$56,453.86</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	\$43,485.82	
	30 days	\$4,648.06	
	60 days	\$3,219.91	
	90+	\$6,981.65	
	Lien	\$14,260.44	2.0% (percent of annual revenue)
	Total	\$72,595.88	

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

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Mr. McKenna said he is waiting for the bill from Haskins and Astbury for damages caused by the boring crew.

Mr. McKenna made the motion to set up Baker Tilly for auto pay. Mr. Armstead seconded the motion, and upon polled vote, the Board unanimously approved the motion.

There being no further discussion on the Treasurer's Report, Mr. Warnke 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 to be reported by Asset Management. Mr. McKenna suggested setting up a small committee to sit down and set this up, saying we need to have a Capital Improvement Plan. Mr. Jarnecke said he would look into this more. Mr. McKenna said we can wait on this a bit, but Mr. Jarnecke said he'd like to get started on it using the results of the TIR study by JPR from last year.

There was no JPR report.

For the Astbury Report, Mr. Warnke said he didn't see any violations or problems. Mr. Armstead said he would contact Dan Fox regarding the lids that are too high, so Selge can address these this summer. Mr. Warnke said he has communicated this need to Selge and they will try to get them done early this fall because it's a job that can be done when they are in the area for other jobs.

The System Manager reported everything looks good at the CWP. Astburty has been approved to haul the scrapped grinders.

The Building Manger reported everything looks good.

The Website Manager reported it is running well and looks good.

There was nothing to report on Compliance.

There was no Contrtact Management Report.

The Key Control Manager reported he will be surveying what keys have been assigned to various people/groups this month.

There was no P & P Report.

There was no Records Management Report.

There was nothing to discuss under Old Business.

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Under New Business, Mr. Jarnecke reported that he has reached out for information regarding finding someone to supply the District with Locate Services and Billing Services. He plans to share the information he collects with the Board at the July Meeting. He currently has contacted two contractors for Locate Services.

For Billing Services, Mr. Jarnecke will get information from Baker Tilly on what they may supply the District with and report that at the July Meeting as well.

Mr. McKenna suggested Gridhawk and Astbury for Locate Services. Mr. Warnke said that USIC also works this area for Locates, adding that both USIC and Gridhawk are difficult to reach.

There were no additional items to discuss, so the meeting was opened to the public.

Mr. White told the Board he had contacted Mr. Warnke regarding a fee of \$1,500. Mr. Warnke had explained that this is a fee that any new connections are charged for debt service.

Mr. White was requesting clarification on the wording of the information he was provided. He believed it meant that the District would pay to install his grinder. Mr. Warnke informed him that that had been a clerical error resulting in the confusion and that the District does not pay to install new grinders for new connections. Mr. White said he is going to look into this matter further.

There being no further business to come before the Board, Mr. Warnke made the motion to adjourn the meeting, with Ms. Wilsey seconding. The June 18th, 2024 Regular Meeting of the Koontz Lake Regional Sewer District Board of Trustees was adjourned by Mr. Jarnecke at approximately 6:00 p.m. local Central Time.

Respectfully submitted by Shelley K. Bell, KLRSD Bookkeeper

June 18th, 2024 KLRSD Annual Board Meeting Minutes approved by:

Michael McKenna

Kristy Wilsey

Gerald Weber

Paul Warnke

Ronald Armstead

Jeff Jarnecke

Heather Harty

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