

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

May 16th, 2023

The May 16th, 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, Mike McKenna, Jerry Weber and Ron Armstead. Also present was Dan Fox of Astbury and Shelley Bell.

Mr. Jarnecke asked if there were any additions or corrections to the May 16th, 2023 Agenda. Although the Agenda handed out to the Board Members for the meeting was from April, the Posted Agenda for May's meeting was correct. There being no additions or corrections to the posted May agenda, Mr. McKenna made the motion to approve the Agenda as posted, Mr. Weber seconded and the Board unanimously approved.

Next, Mr. Jarnecke asked if there were any additions or corrections to the April 18th, 2023 KLRSD Board Meeting Minutes. There being no additions or correction Mr. McKenna made the motion to approve the Minutes as presented, Mr. Armstead seconded, and the Board unanimously approved.

The Nominations Committee reported two board members' commissions will expire at the end of this year, Mr. Armstead and Mr. Weber. Mr. McKenna also told the Board his commission will expire at the end of 2024 and notified them he will not be seeking reappointment at that time.

Next, the Treasurer's Report was present by Mr. McKenna.

The Treasurer's Report is on the following page:

6/18/23

KOONTZ LAKE REGIONAL SEWER DISTRICT			
TREASURERS REPORT	Page 1 of 1		May 15, 2023
<u>CASH</u>			
1 st Source Bank Checking Account			
	Balance as of March 31, 2023:		\$217,798.58
	Checks, withdrawals, debits		-\$42,547.25
	Service charges		-\$55.94
	Deposits and credits		\$71,094.56
	Interest earned		\$59.45
	Statement balance as of April 30, 2023:		\$246,349.40
	Checks written but not cleared		-\$15,537.25
	Available balance in checking:		<u>\$230,812.15</u>
	Certificates of Deposit:		<u>\$1,032,036.91</u>
	Total funds		<u>\$1,262,849.06</u>
<u>RECEIVABLES</u>			
	Reported by JPR as of 5/15/2023		<u>\$107,024.82</u> (see Note 1)
<u>CLAIMS</u>			
The following invoices and claims are presented:			
	NIPSCO	CWP gas	\$80.36 *1
	NIPSCO	CWP electric	\$5,149.62 *1
	NIPSCO	OB gas & electric	\$182.74 *1
	NIPSCO	CS grinder electric	\$1,406.64 *1
	Republic Svcs	sludge hauling	\$5,999.66 *1
	Brightspeed (CenturyLink)	Phone Svc	\$205.22 *1
	Marshall County REMC	SLR electric	\$254.00 *1
	Astbury Water Tech	Operator services	\$5,818.30 *3
	Jones Petrie	billing services	\$2,296.25 *4
	Jones Petrie	billing reimbursables	\$753.48 *4
	Jones Petrie	locate services	\$2,932.50 *4
	Jones Petrie	engineering	\$432.25 *4
	Jones Petrie	inspection services	\$299.25 *4
	Jones Petrie	other reimbursables	\$0.00
	Personnel Partners	staffing services	\$740.25
	Jessie Markin	cleaning services	\$25.00
	Mike McKenna	supplies	\$240.54
	Starke County Treasurer	ditch tax	\$12.48
		Total claims	<u>\$26,828.54</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	\$38,212.06
		30 days	\$6,610.66
		60 days	\$4,887.12
		90+	\$19,128.20
		Lien	\$38,186.78
		Total	<u>\$107,024.82</u>
			5.3% (percent of annual revenue)
Note 2:	The Treasurer recommends approval to pay all claims listed above.		

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

There was nothing to report for Asset Management.

There was nothing to report for Asset Management.

The report for JPR Billing discussed the Swan Lake Report. JPR is investigating the statements and information provided by the operator at last month's meeting regarding the current condition of the pump station. JPR will have a report for next month's meeting.

There was discussion of Starke County Health Department being called in over standing sewage at the property at 10927 E Mohawk Rd, which has not been connected to the sewer system. This property was in septic violation from Starke County's Health Department. The property owner has a 30 day window to contact JPR. If the property is not connected, it could result in fines and/or condemning the property from the Health Department. Mr. McKenna said the District should hold his permit before he can upgrade/build the property to avoid condemnation. Mr. Jarnecke will contact Jennifer Ransbottom at JPR to discuss this.

Astbury reported that quotes for necessary reports are coming through regarding the Omnisite dialer located in the Effluent lift station. When the District contacted the manufacturer with our issues and they looked at the age of the unit, their recommendation was to replace the unit rather than repair it.

Astbury's plan is while replacing this unit is to move it to the Control Room and also have it monitor the Generator and Aeromod PLC.

Astbury also reported that the Influent automatic screen has stopped working and it appears to be in the drive portion of the unit. It will be removed and taken to the shop for repair estimates. There was an update that the unit is Not repairable as parts are no longer available. Mr. Fox has placed a call into the company that made the old unit to see if they have an option for replacement.

The System Manager reported the new toilet is in at the CWP and that the mower is working.

The Building Manager said things are in good condition, although the building cleaner will be told to focus on the door. Mr. McKenna said he will have her also mop the floors next month. Mr. Jarnecke volunteered to come in and rearrange furniture if/when needed to make this job easier.

The Website Manager reported Rural Waters was contacted and everything has been checked. Mr. McKenna gave Ms. Wilsey some articles to possibly post on the website.

For Compliance, it was reported Mr. Dwight Ryan was contacted regarding the standing sewage problem and not being connected to the system.

There was nothing to report by the Contract Manager.

There was nothing to report by the Key Control manager, although Mr. Jarnecke said he will be reviewing this during the summer.

6/18/23

There was nothing to report by the P & P committee.

There was nothing to report under Records Management.

Under Old Business, Commercial Rates options were discussed including use of flow meters and leaving rates as is while continuing researching options.

EDUs for garages with apartments (gatehouse/ garage apartment) rates are addressed on our website. There is no current need to make any adjustments or changes.

Mr. Armstead said if a garage/gate house is connected, we will need to evaluate the grinder and how many are connected to it.

JPR and Astbury's reports on the Swan Lake Lift Station were concluded and agreed proposal recommendations were appropriate fixes for the grinder and lift station. Mr. McKenna said we should contact JPR to write up specs before we start searching for a contractor to do this work. He added that this could be another cost-share project with Swan Lake. He told the Board that Swan Lake infrastructure cost share is after \$5,000.

There was nothing to report under New Business that has not been mentioned earlier during the meeting.

There being no further business to come before the Board, Mr. Armstead motioned for the meeting to be adjourned, Mr. McKenna seconded, and the May 16th, 2023 Regular Meeting of the Koontz Lake Regional Sewer District Board of Trustees was adjourned at approximately 6:50 p.m. local Central Time.

Respectfully submitted by Shelley K. Bell, KLRSD Bookkeeper

May 16th, 2023 Regular Board Meeting Minutes approved by:

Michael McKenna

Kristy Wilsey

Gerald Weber

Paul Warnke

Ronald Armstead

Jeff Jarnecke

Heather Harty

6/18/23