

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 21st, 2024

The May 21st 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, Mike McKenna and Ron Armstead. Attending via teleconference was Paul Warnke. Also present were Dan Fox and Kevin Sochocki of Astbury and Shelley Bell.

Mr. Jarnecke asked the Board if there were any additions or corrections with respect to the adoption of the May 21st, 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 April 16th, 2024 Minutes. Mr. Jarnecke asked if there were any additions or corrections to the Minutes. Ms. Harty made the motion to accept the Minutes as presented, Mr. McKenna 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 March 31, 2024:		\$314,297.06
Checks, withdrawals, debits		-\$57,969.24
Service charges		-\$57.45
Deposits and credits		\$74,542.12
Interest earned		\$85.08
Statement balance as of April 30, 2024:		\$330,897.57
Checks written but not cleared		-\$196.00
Available balance in checking:		<u>\$330,701.57</u>
Certificates of Deposit:		<u>\$1,065,300.26</u>
Total funds		\$1,396,001.83

RECEIVABLES

Reported by JPR as of 5/17/2024 \$69,816.61 (see Note 1)

CLAIMS

The following invoices and claims are presented:

NIPSCO	CWP gas	\$75.02	*1
NIPSCO	CWP electric	\$5,223.28	*1
NIPSCO	OB gas & electric	\$160.57	*1
NIPSCO	CS grinder electric	\$700.20	*1
Republic Svcs	sludge hauling	\$3,209.94	*1
Brightspeed (CenturyLink)	Phone Svc	\$209.20	*1
Marshall County REMC	SLR electric	\$226.00	*1
Astbury Water Tech	Operator services	\$56,982.04	*3
Jones Petrie	billing and engineering	\$11,349.22	*4
Personnel Partners	staffing services	\$740.25	
Emmence Impact	web services	\$532.00	
Starke County	ditch tax	\$12.82	
Mike McKenna	claim	\$138.57	
Jerry Weber	claim - supplies	\$135.57	
Jessie Markin	cleaning services	\$25.00	
	Total claims	<u>\$79,719.68</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	\$45,767.38	
	30 days	\$4,188.67	
	60 days	\$1,671.92	
	90+	\$3,928.20	
	Lien	\$14,260.44	2.0% (percent of annual revenue)
	<u>Total</u>	<u>\$69,816.61</u>	

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

Note 3: The Treasurer recommends investing in another \$50000 CD. Available current rate is 5.25% for one year term.

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Mr. McKenna recommended putting another \$50,000 into a CD. He found that short term CDs of less than 12 months are at better rates than longer termed CDs.

Mr. McKenna also told the Board that we've been holding some money for Capital Improvements, of which Swan Lake is one of these. This money allowed the District to deal with the Swan Lake situation.

Mr. McKenna reminded the Board that the Operation Ratio should be looked at once or twice a year at least. He also noted that we won't see mid year figures until July.

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

Mr. McKenna told the Board that he and Mr. Jarnecke have a meeting scheduled with Baker Tilly tomorrow.

There was nothing reported by Asset Management.

JPR Billing reported that JPR is going to discontinue locate and billing services as of December 21, 2024, as per their obligation of the contract with KLRSD. They may ask for an earlier date to be released from this obligation.

Next was Astbury's Report by Mr. Dan Fox. Mr. Fox reported that 54 units have been repaired. Mr. Fox was given permission to scrap pumps that can't be repaired cost effectively.

Mr. Warnke told the Board tomorrow he will follow up with Selge Construction regarding the bill for the boring company doing the fiber installations.

Mr. Fox reported that the CWP plant capacity was at 25% to 28% and things seem to be running okay.

The System Manager reported that the new water heater has been installed and works well.

The Building Manager reported that the cleaner had done a thorough cleaning after the building had been used for a polling place.

The Website manager reported the website now has more seasonal pictures on it.

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There was nothing to report by the following:

- Compliance Management
- Contract Management
- Key Control
- 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 Mr. Armstead seconding. The May 21st, 2024 Regular Meeting of the Koontz Lake Regional Sewer District Board of Trustees was adjourned by Mr. Jarnecke at approximately 5:53 p.m. local Central Time.

Respectfully submitted by Shelley K. Bell, KLRSD Bookkeeper

April 16th, 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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