

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

October 17th, 2023

The October 17th, 2023 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 who was attending by telecom. Other board members present were: Mike McKenna, Kristy Wilsey, Heather Harty, Jerry Weber and Ron Armstead. Also present were Kenneth Jones of JPR, Sarah White, Scott Flora and Shelley Bell.

Mr. Jarnecke asked the Board if there were any additions or corrections with respect to the adoption of the October 17th, 2023 Agenda as previously published. Ms. Harty made the motion to accept the agenda as published, Mr. Armstead seconded, and upon roll call vote, the Board unanimously approved the Agenda.

Next on the Agenda was the reading of the September 19th, 2023 Minutes. Mr. McKenna requested clarification made on page 4 regarding the motion made to approve the bid to fix the lift station problems at Swan Lake so we have real numbers and to discuss with JPR. Mr. McKenna made the motion to accept the Minutes with the added clarification to page 4, Mr. Weber seconded, and upon roll call vote, the Board unanimously approved.

The Nominating Committee reported that the letters regarding Mr. Armstead and Mr. Weber and their consent to continue serving on the Board are ready to go out to the counties the first of the month.

Next was the Treasurer's Report:

Treasurer's Report on next page:

KOONTZ LAKE REGIONAL SEWER DISTRICT			
TREASURERS REPORT	Page 1 of 1		October 17, 2023
CASH			
1 st Source Bank Checking Account			
	Balance as of August 31, 2023:		\$241,464.90
	Checks, withdrawals, debits		-\$41,692.24
	Service charges		-\$65.58
	Deposits and credits		\$55,270.67
	Interest earned		\$68.43
	Statement balance as of September 30, 2023:		\$255,046.18
	Checks written but not cleared		-\$405.00
	Available balance in checking:		\$254,641.18
	Certificates of Deposit:		\$1,047,568.12
	Total funds		\$1,302,209.30
RECEIVABLES			
	Reported by JPR as of 7/12/2023		\$97,756.58 (see Note 1)
CLAIMS			
The following invoices and claims are presented:			
	NIPSCO	CWP gas	\$73.18 *1
	NIPSCO	CWP electric	\$5,030.42 *1
	NIPSCO	OB gas & electric	\$137.95 *1
	NIPSCO	CS grinder electric	\$548.93 *1
	Republic Svcs	sludge hauling	\$0.00 *1
	Brightspeed (CenturyLink)	Phone Svc	\$205.82 *1
	Marshall County REMC	SLR electric	\$315.00 *1
	Universal Security	security svc	\$135.00
	Selge Construction	lift rings	\$7,350.00
	Astbury Water Tech	Operator services	\$5,818.30 *3
	Jones Petrie	billing and engineering	\$10,386.32 *4
	Personnel Partners	staffing services	\$740.25
	IUPPS	locate svc	\$100.70
	TNT Fabricating	CWP screen	\$672.38
	Mike McKenna	postage	\$106.00
	Shelley Bell	DropBox subscription	\$159.87
		Total claims	\$31,780.12
* 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	\$48,974.87
		30 days	\$4,749.35
		60 days	\$935.15
		90+	\$9,013.84
		Lien	\$34,083.37
		Total	\$97,756.58
			4.7% (percent of annual revenue)
Note 2:	The Treasurer recommends approval to pay all claims listed above.		

Mr. Jarnecke asked what was covered under the phone service. Mr. McKenna explained it was for the CWP and the Administration Building for phone services and also provided the CWP with internet service. He explained that Astbury gives the District an allowance in our contract price of approximately \$100/month to cover the cost of internet.

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

There was no report by Asset Management.

There was no discussion on Astbury's Report.

For System Management, Mr. Weber reported that the bar screen is installed at the CWP and everything seems to be looking good there. Mr. Armstead reported he requested Mr. Fox keep current on pumps needing repair.

It was explained that the screen is aluminum and made to catch anything big.

The Building Manager reported the cleaning lady came in and did a good job. There has been no news yet from the Election Board, although word is expected closer to spring.

Ms. Wilsey reported the Website is looking good.

There was nothing to report for Compliance. Mr. Jarnecke did say they've been working through a few permits.

For Contract Administration, Mr. McKenna said he would contact Chris Lawrence to confirm he will continue to provide snow removal service again this winter.

There was nothing to report regarding Key Control.

There was nothing to report for P & P.

There was nothing to report for Records Management.

Next, under old Business, the meeting moved to discussion regarding Swan Lake Repairs.

Astbury is serving as the general contractor for the project. Mr. Fox was given approval to go with Haskins for the work.

A few things have also been run by Mr. Jones at JPR for consideration. Mr. Jones distributed JPR's Responsibility offer. This was in result of the District's request that JPR consider some level of responsibility relative to the cost of the needed repairs.

Mr. Jones noted that during the start-up of the pump station, JPR was NOT present. No issues similar to what has been witnessed in recent months by the KLRSD system operator were recorded in the resultant documentation.

Mr. Jones reminded the Board that JPR did not provide full time inspection on the project and all their recommendations were based on a combination of limited on-site observations, as well as statements and documentation provided by others.

Mr. Jones said that if the KLRSD will be proceeding with repairs on the pump station pursuant to the proposal provided by Haskins Underground, JPR will reduce any/all coming monthly invoices generated from JPR's continuous services to the District by an amount equal to 25% of the cost.

Mr. Jones wonders what happened in the past 5 years that suddenly, there were these issues.

Mr. Armstead said he believes the system wasn't sealed correctly from the beginning.

Mr. McKenna said the Board would take JPR's memo under advisement.

Mr. Jarnecke said he would discuss the situation with Mr. Jones and bring an update to the Board at the November meeting.

Mr. Jones said JPR may request to be on site when excavating the site to fix the problem.

Next, the Board discussed the Accounting Services Proposals. First, Mr. Jarnecke thanked Mr. McKenna for all the years he has provided the District with volunteered time and work to handle all of the financial needs and reporting for the District.

Mr. Jarnecke said because of the size of our organization, it might be a good idea to have outside services more familiar with handling the government required reporting and special procedures.

Mr. McKenna said he had contacted two firms as well as talking to JPR. One gave no response, a second had no experience with government reporting of this nature, and JPR and their in-house accounting team would also be a possibility.

Mr. McKenna said the Board would need to decide what processes we want things to look like. He added that it is expected there will be a large cost for outside services. He added there will still be many things the Treasurer will need to keep an eye on. He suggested that Ms. Bell may expand her services to better assist the new Treasurer.

Mr. McKenna asked the Board “How do you want the process to look a year from now?”

Mr. McKenna suggested Mr. Jarnecke, Mr. McKenna, Ms. Bell and the accounting firm chosen to all work together. Ms. Harty said she would also like to be a part of the process.

Mr. Jarnecke asked Mr. Jones if JPR would be interested in submitting a proposal.

Mr. Jones said JPR provides continuous, quarterly, and annual services needed and are well positioned to provide a proposal. He added that details of the procedure will require working with the current Treasurer to keep the changeover process as smooth as possible.

Mr. Jarnecke said he would like to see action on this project by November or at least the end of this year.

There was nothing to discuss under New Business.

Next, the meeting was open for members of the public to speak.

Ms. Sarah White asked “Who owns the grinder pumps?” Mr. McKenna explained that the District is the owner of the grinder pumps. She then asked who is responsible to put in new grinders.

Ms. White said she had talked to Mr. Fox, contractors and even the trustee who all agree she should not have to pay to put in a grinder for the property she bought in 2020.

She said JPR wants \$14,000 and told her that whatever contractor did the work must be approved by the Board. She requested suggestions on what contractor to use.

Mr. Jarnecke said that when the District started, Regulations did not allow speculative grinder placement to cover possible future development needs.

Mr. Jarnecke said he was certain Mr. Warnke would be more than happy to meet in person with Ms. White to discuss recommended contractors. He would have Mr. Warnke contact her.

Ms. Harty told the board she would still like to put together a presentation of our District's history with the Sewer Project and how things are going to share with other districts and communities, especially those looking into starting their own Districts.

There being no further business to come before the Board, Mr. McKenna motioned for the meeting to be adjourned, Mr. Armstead seconded, and upon polled vote, the Board unanimously approved. The October 17th, 2023 Regular Meeting of the Koontz Lake Regional Sewer District Board of Trustees was adjourned at approximately 6:30 p.m. local Central Time.

Respectfully submitted by Shelley K. Bell, KLRSD Bookkeeper

October 17th, 2023 KLRSD Annual Board Meeting Minutes approved by:

Michael McKenna

Kristy Wilsey

Gerald Weber

Paul Warnke

Ronald Armstead

Jeff Jarnecke

Heather Harty