

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

September 19th, 2023

The September 19th, 2023 Annual 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: Mike McKenna, Kristy Wilsey, Heather Harty and Ron Armstead. Paul Warnke attended via telecom. Also present was Shelley Bell.

Mr. Jarnecke asked the Board if there were any additions or corrections with respect to the adoption of the September 19th, 2023 Agenda as previously published. Mr. McKenna made the motion to accept the agenda as published, Mr. Armstead seconded, and upon vote, the Board unanimously approved the Agenda.

Next on the Agenda was the reading of the August 15th, 2023 Minutes. Mr. McKenna made the motion to accept the Minutes as presented, Mr. Armstead seconded, and upon vote, the Board unanimously approved.

The Nominating Committee reported that Mr. Armstead and Mr. Weber have both agreed to accept another term after the first of the year. Mr. McKenna reminded the Board that they will need to find a replacement for Mr. McKenna's position by next year.

Mr. Jarnecke announced they were considering bringing a third party on for more complex treasurer's position. Proposals will be brought to the Board at the October meeting. Mr. Jarnecke explained he felt more comfortable using a firm just for continuity. Because Mr. McKenna would be leaving the Board at the end of 2024, the Board still needs to find a board member willing to be Treasurer.

Mr. Jarnecke said he is talking to some accounting firms.

Mr. McKenna said he believes the best time to transfer over is just after the first of the year with the large reports he does.

Next was the Treasurer's Report:

Mr. McKenna said we will set a budget in November to be approved by December 1st, 2023.

Regarding the Treasurer's Report, Mr. Warnke asked about the large bill of \$23,000 from Astbury. Mr. McKenna explained that some of the invoices on these bills are from the past few months. We also received two months' worth of bills for the usual operator services for Koontz Lake and Swan Lake. There were also a few bills of repairs for various problems that required additional time and materials.

Mr. Warnke said he would like to receive billings more promptly from Astbury.

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

The treasurer's report is on the next page following...

KOONTZ LAKE REGIONAL SEWER DISTRICT			
TREASURERS REPORT	Page 1 of 1		September 19, 2023
CASH			
1 st Source Bank Checking Account			
	Balance as of July 31, 2023:		\$332,957.05
	Checks, withdrawals, debits		-\$167,822.43
	Service charges		-\$58.29
	Deposits and credits		\$76,322.99
	Interest earned		\$65.58
	Statement balance as of August 31, 2023:		\$241,464.90
	Checks written but not cleared		\$0.00
	Available balance in checking:		\$241,464.90
	Certificates of Deposit:		\$1,047,568.12
	Total funds		\$1,289,033.02
RECEIVABLES			
	Reported by JPR as of 7/12/2023		\$92,916.34 (see Note 1)
CLAIMS			
The following invoices and claims are presented:			
	NIPSCO	CWP gas	\$74.25 *1
	NIPSCO	CWP electric	\$5,325.32 *1
	NIPSCO	OB gas & electric	\$142.25 *1
	NIPSCO	CS grinder electric	\$63.14 *1
	Republic Svcs	sludge hauling	\$2,673.65 *1
	Brightspeed (CenturyLink)	Phone Svc	\$205.82 *1
	Marshall County REMC	SLR electric	\$329.00 *1
	Bruce Corell	refund	\$405.00
	Joseph Durcz	refund	\$60.00
	Astbury Water Tech	Operator services	\$23,166.30 *3
	Jones Petrie	billing and engineering	\$8,828.63 *4
	Personnel Partners	staffing services	\$740.25
	Jerry Weber	supplies	\$83.63
		Total claims	\$42,097.24
* 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	\$51,146.06
		30 days	\$2,991.27
		60 days	\$2,339.39
		90+	\$17,069.48
		Lien	\$19,370.14
		Total	\$92,916.34
			2.7% (percent of annual revenue)
Note 2:	The Treasurer recommends approval to pay all claims listed above.		

For Asset Management, Mr. McKenna has framework of a plan he has in his mind and wants to get together with Mr. Jarnecke and Mr. Warnke to discuss it. He said this is a result of the PIR suggestions.. It would include how we spend our money and when and on what.

JPR's list is prioritized on Mr. McKenna's 10 year plan. He would like to avoid pulling down the capital improvement fund to a level that might cause problems if an urgent need occurs.

Next was discussion of JPR's Billing Report. Mr. McKenna said the person has been located and a refund has been sent for the \$400 prepaid where the property owner had passed away.

Mr. Jarnecke said he will ask JPR to help cost share because it was their design and approvals regarding the Swan Lake pump situation. He believes that the initial design and inspection may have had something go wrong.

Mr. Warnke wants written responsibility and a warranty to protect the District from similar situations as we have now.

The Board reviewed the proposals to fix the lift station problem at Swan Lake provided by Haskins Underground and Selge Construction. Selge's proposal was \$67,075. Haskin's was \$40,731.62.

Mr. Armstead was in favor of Haskins because they are local and get out quickly.

Mr. McKenna wants to get Mr. Fox (Astbury) to look over the quotes and give his opinion.

Mr. Warnke agreed with Mr. Armstead and said he believes Selge has a higher workload. He believes the repairs to be made by Haskins would be a straightforward process and would be very comfortable working with them.

Mr. Jarnecke said this would set in motion the District talking to Astbury and JPR.

The motion was made to give approval so we have real numbers and to discuss with JPR.

Mr. McKenna doesn't feel comfortable using a quote without signing and also wants input from our operator. Mr. Fox had recommended vendors he felt would be able to do the job.

Mr. Warnke wanted to use Haskin's numbers to divide up the costs.

A motion to approve 15% markup on Haskins to go to Astbury was made by Ms. Harty and seconded by Ms. Wilsey.

Ms. Harty asked about the custom welded screen for the CWP. Mr. Jarnecke will follow up on this with Mr. Weber and Mr. Fox. Mr. McKenna said it's not a simple matter because it runs in all kinds of weather. Mr. Warnke added that some of those screens are substantial equipment, where the fumes

coming out corrode things within 15 feet. He said most plants buy whatever is available using government money.

Mr. Jarnecke said the bean field is pending possible future development.

For System Management, Mr. Weber has been taking care of things.

For Building Management, Mr. McKenna said we may need to look into a new cleaning person and he's working on that.

Mr. Jarnecke told the Board the Starke County Commission has approved us for being an election polling place beginning in May/June of 2024.

For Website Management, Ms. Wilsey said everything is going well.

There was no Compliance report.

There was no Key Control report.

Under Contract Administration, Mr. Warnke said he had a crew from Selge out here yesterday morning putting riser rings in 15 of the manholes for the manhole covers. He said the crew will need to come in next week. Once the rings have been fixed, Starke County Highway will need to come out and throw hot patch in around them.

Mr. Jarnecke said he is finally receiving updated pricing from Republic Services for sludge hauling.

There was nothing to report by P & P.

There was nothing to report for Records.

There was nothing to discuss under Old Business.

Under New Business, Ms. Harty suggested our District could share some of our success stories and give presentations, more for the professionals.

Mr. McKenna reminded the Board that RCAP organization and IRSDA conferences helped us with training and helped us get going. We might want to reach out to them and share our success stories to help other communities.

Mr. Warnke noted that he believes IRSDA has been disbanded.

Ms. Harty also suggested we could partner with Astbury and JPR in giving our success stories.

There was no correspondence.

There were no other members of the public present at the meeting who wished to speak.

There being no further business to come before the Board, Mr. McKenna motioned for the meeting to be adjourned, Mr. Armstead seconded, and upon vote, the Board unanimously approved. The September 19th, 2023 Annual Meeting of the Koontz Lake Regional Sewer District Board of Trustees was adjourned at approximately 6:45 p.m. local Central Time.

Respectfully submitted by Shelley K. Bell, KLRSD Bookkeeper

September 19th, 2023 KLRSD Annual Board Meeting Minutes approved by:

Michael McKenna

Kristy Wilsey

Gerald Weber

Paul Warnke

Ronald Armstead

Jeff Jarnecke

Heather Harty