

# KOONTZ LAKE REGIONAL SEWER DISTRICT

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P.O. Box 204  
Walkerton, IN 46574

## MINUTES OF REGULAR MEETING OF BOARD OF TRUSTEES OF KOONTZ LAKE REGIONAL SEWER DISTRICT

December 17<sup>th</sup>, 2024

The December 17th, 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: Kristy Wilsey, Heather Harty and Ron Armstead. Also present was Dan Fox of Astbury, Steve Giese and Shelley Bell. Board member Mike McKenna attended by teleconference.

Mr. Jarnecke asked the Board if there were any additions or corrections with respect to the adoption of the December 17th, 2024 Agenda as previously published. Ms. Wilsey 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 November 19th, 2024 Minutes. Mr. Jarnecke asked if there were any additions or corrections to the Minutes. Mr. Armstead made the motion to accept the Minutes as presented, Ms. Wilsey seconded and upon vote, the Board unanimously approved.

The Nomination Committee has nominated Steve Giese to replace Mike McKenna. The Marshall County Commissioners should be meeting in January and appoint him at that time.

Next was the Treasurer's Report:

Treasurer's Report on next page.

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**KOONTZ LAKE REGIONAL SEWER DISTRICT**

**CASH**

1 <sup>st</sup> Source Bank Checking Account	
Balance as of October 31, 2024:	\$243,199.03
Checks, withdrawals, debits	-\$43,462.94
Service charges	-\$52.76
Deposits and credits	\$62,353.65
Interest earned	<u>\$52.38</u>
Statement balance as of November 30, 2024:	\$262,089.36
Checks written but not cleared	\$0.00
Available balance in checking:	<u><u>\$262,089.36</u></u>
Certificates of Deposit:	<u><u>\$1,134,277.33</u></u>
<b>Total funds</b>	<b>\$1,396,366.69</b>

**RECEIVABLES**

Reported by JPR as of 12/16/2024 **\$84,034.02** (see Note 1)

**CLAIMS**

The following invoices and claims are presented:

NIPSCO	gas cwp	\$89.21 *1
NIPSCO	elec cwp	\$7,346.91 *1
NIPSCO	Admn Bldg	\$163.10 *1
NIPSCO	grinders	\$755.39 *1
Republic Services		\$4,164.72 *1
Brightspeed		\$215.19 *1
Marshall Co REMC		\$208.00 *1
Baker Tilly		\$1,592.50 *4
First Source		\$52.76 *1
Astbury		\$17,122.98
JPR		\$10,979.33
Personnel Partners		\$740.25
Bill.com		\$121.05 *1
IUPPS		\$345.80
Jessie Markin	cleaning services	<u>\$25.00</u>
	<b>Total claims</b>	<b><u><u>\$43,922.19</u></u></b>

\* 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	\$37,851.46
30 days	\$6,383.98
60 days	\$4,152.51
90+	\$12,335.16
Lien	<u>\$23,310.91</u>
<b>Total</b>	<b><u>\$84,034.02</u></b>

3.2% (percent of annual revenue)

Mr. McKenna told the Board that the transition from JPR to Astbury for locates and billing are starting. Locates with Astburty will be a flat fee of \$2,000 per month which will allow the KLRSD better control over costs.

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

Mr. McKenna noted that Bakertilly is putting together the USDA proposed budget. They hadn't started on it until last week. In the future, we may need to remind Bakertilly to do them more timely. Mr. McKenna has a draft of the report that he will look over tomorrow. Mr. Jarnecke and Ms. Harty will be sure to remind Bakertilly earlier.

There was nothing to report for Asset Management.

Next the discussion turned to JPR Billing. A letter was included on paper billings notifying customers of the change in billing companies. Astbury will also send out a paper version with information on how to set up their account for auto payments. They won't be able to get into the portal until January 2025.

Discussion of JPR Engineering, Mr. Jarnecke will talk to Kenny Jones at JPR regarding how we want to move forward with their continued assistance with a retainer or hourly rate or a combination thereof.

Mr. Jarnecke sent an ominbus agreement from Astbury to the Board Members last night and will get back with Tom Astbury about these items:

- Billing
- Locates
- Plant Operations
- Customer Service
- As well as others

Mr. McKenna made the motion to authorize Mr. Jarnecke to negotiate with Astbury.

After we get through some of the transition period for billing, Astbury will probably be helping people get used to the new system.

Mr. McKenna requested Ms. Harty and Mr. Jarnecke go through the Liens and review them to make sure they are all viable. Mr. Jarnecke said he will begin working on this.

We have a two year agreement with option to renew at 2 years to another 2 year agreement.

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For Astbury, Mr. Fox reported that the CWP is running well and the pump repairs have been caught up. He added that the blower have been serviced.

Mr. Armtead said he is concerned that we are down to only 4 new control boxes.

Mr. Fox told them that COVALEN has said there will be a price increase in January when he talked with them at the show. Mr. Jarnecke has a quote and will follow up. There is no big price break between the purchase of 25 to 50 pumps.

Mr. Jarnecke asked if there were any additional invoices from Astbury as a result of the incident in August on Highway 23. Mr. McKenna will look at the Astbury bills.

Mr. Armstead said the screen on the door has a small tear.

For the Building Manager, Jessie has done a nice job with the cleaning. She may not have had a chance to get to the ceiling lights. Mr. McKenna noted that we need a new Building Manager established and they will need to be established with the Security Alerts. Steve Kelly of Universal Security will need to be contacted.

The Website Manager reported she will keep updating on the billing situation.

Ms. Harty noted the Board needs to review the contact list.

There were no reports for Compliance or Contracts.

Mr. Jarnecke will work on Key Control over the holidays.

Mr. McKenna will give out flash drives with the current P & P.

There was nothing to report by Records Management.

Under Old Business – Mr. Jarnecke will find out when the price increase takes effect for COVALEN.

Sewer Lids will need to be followed up by Paul Warnke.

Mr. McKenna said he has generated Purchase Orders so he will try to find a blank one for going forward.

Mr. Armstead said he had called SURF Internet three times without them returning his calls. Mr. Jarnecke said he will follow up.

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There being no further business to come before the Board, Mr. Jarnecke adjourned the December 17th, 2024 Regular Meeting of the Koontz Lake Regional Sewer District Board of Trustees at approximately 6:10 p.m. local Central Time.

Steve Giese plans to be at the Board Meeting next month.

Respectfully submitted by Shelley K. Bell, KLRSD Bookkeeper

December 17<sup>th</sup>, 2024 KLRSD Annual Board Meeting Minutes approved by:

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Michael McKenna

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Kristy Wilsey

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Gerald Weber

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Paul Warnke

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Ronald Armstead

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Jeff Jarnecke

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Heather Harty

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