

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

January 16th, 2024

The January 16th, 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 and Ron Armstead. Attending via teleconference was Mike McKenna, Paul Warnke and Jerry Weber. Also present was Shelley Bell. Heather Harty joined the meeting a short time later.

Mr. Jarnecke asked the Board if there were any additions or corrections with respect to the adoption of the January 16th, 2024 Agenda as previously published. Mr. Jarnecke requested that under New Business, to add information regarding the new development of a subdivision on South Avenue to be presented by Bob Aloï. Mr. McKenna made the motion to accept the agenda as amended, Mr. Armstead seconded, and upon roll call vote, the Board unanimously approved the Agenda.

Next on the Agenda was the reading of the December 19th, 2023 Minutes. Mr. Jarnecke asked if there were any additions or corrections to the Minutes. The change of "GPS" to "GIS" was noted on page 3. Mr. Armstead made the motion to accept the Minutes as amended, Ms. Wilsey seconded, and upon polled vote, the Board unanimously approved.

The Nominating Committee reported that Mr. Armstead's confirmation has been received from Marshall County.

Next was the Treasurer's Report:

Treasurer's Report on next page:

02/17/24

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TREASURERS REPORT

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CASH

1 st Source Bank Checking Account	
Balance as of November 30, 2023:	\$328,441.01
Checks, withdrawals, debits	-\$44,730.27
Service charges	-\$68.54
Deposits and credits	\$62,904.79
Interest earned	\$96.32
Statement balance as of January 2, 2024:	<u>\$346,643.31</u>
Checks written but not cleared	-\$3,327.91
Available balance in checking:	<u>\$343,315.40</u>
Certificates of Deposit:	<u>\$1,047,568.12</u>
Total funds	\$1,390,883.52

RECEIVABLES

Reported by JPR as of 12/15/2023 \$84,751.05 (see Note 1)

CLAIMS

The following invoices and claims are presented:

NIPSCO	CWP gas	\$109.55 *1
NIPSCO	CWP electric	\$5,377.77 *1
NIPSCO	OB gas & electric	\$172.88 *1
NIPSCO	CS grinder electric	\$679.54 *1
Republic Svcs	sludge hauling	\$0.00 *1
Brightspeed (CenturyLink)	Phone Svc	\$209.60 *1
Marshall County REMC	SLR electric	\$227.00 *1
Astbury Water Tech	Operater services	\$12,809.65 *3
Jones Petrie	billing and engineering	\$1,906.22 *4
Personnel Partners	staffing services	\$740.25
Universal Security	security svc	\$135.00
Core & Maim	manhole risers	\$14,275.98
IUPPS	locate svc	\$57.95
Kristy Wilsey	Board Comp	\$294.00
Jerry Weber	Board Comp	\$196.00
Ron Armstead	Board Comp	\$294.00
Heather Harty	Board Comp	\$245.00
Jessie Markin	cleaning svc	\$87.04
	Total claims	<u>\$37,817.43</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. We have now received a total of \$11,200 credits for the Swan Lake settlement.

Note 1: Receivable aging:

Current	\$48,426.05	
30 days	\$3,644.38	
60 days	\$4,565.15	
90+	\$14,163.03	
Lien	<u>\$13,952.44</u>	1.9% (percent of annual revenue)
Total	\$84,751.05	

(Lien amount is net after receipt of \$20,120 from Starke County)

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

There were no questions regarding the Treasurer's Report.

Mr. McKenna told the Board that he deducted the approximately \$20,000 received in liens that did not show on JPR's Report.

He also reported that Baker Tilly has been given "view only" permission for Dropbox and 1st Source Bank information.

Mr. McKenna told the Board that the juggling of CD's had resulted in \$17,000 interested being deposited this month.

Mr. Warnke asked if the District could purchase T-Bills instead of CD's, with the possibility of better rates. Mr. McKenna said he would find out from the State Board of Accounts if it's approved for investment.

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

There was nothing to report by Asset Management.

Discussion of JPR's Report had Mr. McKenna telling the Board that \$10,000 credit had been received toward the Swan Lake repairs and was taken toward this month's billing.

Mr. Warnke said a customer on the south side of the lake never received a bill over several years. Mr. Jarnecke asked JPR to start billing them without asking for back billings since it was an error on JPR's part. He also asked JPR to make sure any new EDU builds are being billed.

JPR and Dan Fox of Astbury helped a resident with two call outs within a couple of weeks due to rags and grease being put in the sewer system. Mr. Warnke contacted the two home owners and reminders were sent out by JPR to not put wipes and grease in the sewer system as it causes problems.

For the Astbury Report, Mr. Warnke will follow up with Dan Fox regarding Swan Lake's time frame .

Mr. Jarnecke added that the District had received two non-compliance issues at the CWP. IDEM cited the District for affluent issues and the District has requested a response from Astbury.

For System Management, Mr. Weber told the Board he had reminded Astbury they need to work on the pumps. Currently, about one or two a month are being worked on. Astbury has said they will bring a

second guy in a couple of days a week to work on pumps. It was noted that the District may need to order more control panels soon. Mr. Weber would like to buy just parts needed on the panels if that is an option.

The Building Manager reported that the snow had been pushed as needed. The floors of the Administration Building are looking aged even though they were cleaned. The restrooms look good.

The Website Manager reported everything is going well.

Ms. Harty suggested the District have some hang tags about wipes and grease available to hand out at the KLA Annual Meeting, even if it's just putting them out on a table for interested parties to pick up.

Mr. Jarnecke is looking into getting the hang tags available for Astbury to put on doors of customers where they find problems.

There was nothing to report by Compliance.

There was nothing to report under Contracts.

There was nothing to report under Key Control.

The P & P committee reported working on new nominees.

Records Management had nothing to report.

There was no Old Business to discuss.

For New Business, the development of Eagle View Estates on South Avenue was discussed. Four homes are expected to be put in the development. Mr. Bob Aloï is surveying the area.

Mr. Warnke said that the owner of the property will have to buy grinder pumps suggesting the District might want to go to larger pumps in the future for less call outs. The intent is to buy one grinder station at a time.

Mr. McKenna said a force main will be needed and there may be a need for engineering to be done as well as deciding who will pay for it.

Mr. Warnke will talk to Mr. Aloï.

Mr. Armstead said the District should have Selge look at some of the manhole covers that got clipped by the snowplows.

There being no further business to come before the Board, Mr. Armstead made the motion to adjourn the meeting. The January 16th, 2024 Regular Meeting of the Koontz Lake Regional Sewer District Board of Trustees was adjourned by Mr. Jarnecke at approximately 6:10 p.m. local Central Time.

Respectfully submitted by Shelley K. Bell, KLRSD Bookkeeper

January 16th, 2024 KLRSD Annual Board Meeting Minutes approved by:

Michael McKenna

Gerald Weber

Ronald Armstead

Heather Harty



Kristy Wilsey

Paul Warnke

Jeff Jarnecke