

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

March 19th, 2024

The March 19th, 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. Attending via teleconference was Mike McKenna. Also present was Shelley Bell.

Mr. Jarnecke asked the Board if there were any additions or corrections with respect to the adoption of the March 19th, 2024 Agenda as previously published. Ms. Harty 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 February 20th, 2024 Minutes. Mr. Jarnecke asked if there were any additions or corrections to the Minutes. Ms. Wilsey made the motion to accept the Minutes as presented, Mr. Armstead 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 January 31, 2024:	\$381,052.83
Checks, withdrawals, debits	-\$145,618.93
Service charges	-\$59.35
Deposits and credits	\$78,671.74
Interest earned	\$76.18
Statement balance as of February 29, 2024:	\$314,122.47
Checks written but not cleared	-\$43,834.68
Available balance in checking:	<u>\$270,287.79</u>
Certificates of Deposit:	<u>\$1,065,300.26</u>
Total funds	\$1,335,588.05

RECEIVABLES

Reported by JPR as of 3/15/2024 \$76,746.46 (see Note 1)

CLAIMS

The following invoices and claims are presented:

NIPSCO	CWP gas	\$90.29 *1
NIPSCO	CWP electric	\$5,142.61 *1
NIPSCO	OB gas & electric	\$196.63 *1
NIPSCO	CS grinder electric	\$689.87 *1
Republic Svcs	sludge hauling	\$0.00 *1
Brightspeed (CenturyLink)	Phone Svc	\$209.66 *1
Marshall County REMC	SLR electric	\$242.00 *1
Astbury Water Tech	Operater services	\$15,777.59 *3
Jones Petrie	billing and engineering	\$10,399.25 *4
Personnel Partners	staffing services	\$740.25
Jeff Jarnecke	VistaPrint	\$76.48
Lawrence Lawn	snow removal	\$450.00
	Total claims	<u>\$34,014.63</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	\$46,216.33	
30 days	\$367.50	
60 days	\$1,843.60	
90+	\$14,058.59	
Lien	\$14,260.44	2.0% (percent of annual revenue)
Total	<u>\$76,746.46</u>	

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

Mr. McKenna told the Board that the liens were at a lower level than they've been in the last 10 years.

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

Mr. McKenna reported that he has been working with Baker Tilly. They did a full SBOA Annual Report and submitted it on time after Mr. Jarnecke and Mr. McKenna reviewed it.

For the USDA Report, the deadline is not so strict.

Mr. McKenna will go through the adjustment of Swan Lake rates with Baker Tilly.

Once again, the Bill.com testing was postponed to get the USDA report done by Baker Tilly and the Swan Lake Report done by Mr. McKenna.

There was nothing reported by Asset Management.

There was nothing for JPR's Report.

The Astbury Report informed the Board that the Swan Lake repair is done and complete. Mr. Warnke, Mr. Jarnecke and Mr. Armstead all approved of it.

Mr. Fox said it should come in under budget.

Mr. Armstead liked that they have a new style with less leakage.

Mr. Jarnecke had submitted expenses for hang tags for Astbury to use in the field as a warning to hand out if called out for problems like grease, wipes, rags and other items in the collection system. Samples of the tags were handed out to the Board members present.

Ms. Harty suggested that Astbury initial the hang tags when they are given out.

Mr. Armstead reported that the new guy at the CWP has started working on pumps.

The price for an on-demand water heater or small tank heater was approximately \$1,400.

Astbury was also informed the gas lines to the water heater and furnace are undersized. Mr. Armstead and Mr. Fox will look into this.

The Building Administrator reported that things are looking good. A request by Starke County to use the building as a polling place was made. Mr. Jarnecke will issue the appropriate person the key and instructions for the alarm so they will be able to set up ahead of time and for the polling times. He added that the office will not be available for their use. Mr. Jarnecke will give them his phone number

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for any questions or needs. The mechanical room will also remain locked. Mr. Jarnecke will also notify the Koontz Lake Conservancy that the County will be using the facility for a polling place so that they will have time to reschedule their meeting or find other accommodation for their meeting.

The Website administrator reported all links were checked. She was told the pictures on the site seemed too seasonal so she is looking into getting new pictures.

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.

Mr. Jarnecke noted that the contact email at the bottom of the agenda needed to be changed to: KLRSDinfo@gmail.com .

Mr. McKenna said that when Swan Lakes receives notice of the rate increase, they usually send back an acknowledgement. If he hears any pushback, he will let the Board know, but he does not expect any questions about the rate.

Auditing and adjusting the rate for Swan Lake year to year favors the district by keeping things current. The agreement is a good one for both parties.

There being no further business to come before the Board, Ms. Harty made the motion to adjourn the meeting, with Ms. Wilsey seconding. The March 19th, 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

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March 19th, 2024 KLRSD Annual Board Meeting Minutes approved by:

Michael McKenna

Gerald Weber

Ronald Armstead

Heather Harty

Kristy Wilsey

Paul Warnke

Jeff Jarnecke

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