

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

November 19th, 2024

The November 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. Also present was Shelley Bell. Board Memebers Mike McKenna and Jerry Weber attended by teleconference.

Mr. Jarnecke asked the Board if there were any additions or corrections with respect to the adoption of the November 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 October 15th, 2024 Minutes. Mr. Jarnecke asked if there were any additions or corrections to the Minutes. Ms. Harty made the motion to accept the Minutes as presented, Mr. Armstead seconded and upon vote, the Board unanimously approved.

Mr. McKenna thanked the Board for the celebration of his years of service to the Koontz Lake Sewer Board in October. Mr. Jarnecke announced that we have changed the location to "McKenna Hall" in the meeting room of the Administrative Building.

The Nominating Committee reported that Mr. McKenna had sent a letter to the township supervisor requesting Kristy Wilsey be reappointed to her position on the Board but has not heard anything back yet.

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Mr. Jarnecke told the Board he is identifying candidates for open positions for next month. He is hoping to find Marshall County residents and have them start in January 2025 if possible.

Next was the Treasurer's Report:

Ms. Harty told the Board that the cash position and claims are correct. However, Receivables are not correct. The current position is on the JPR report.

CDs matured in October and Ms. Harty will handle the CDs maturing in December.

Mr. Armstead asked if the charges for Republic Services were normal. Mr. McKenna said that sometimes it takes more than one pickup.

Mr. Armstead reached out to Surf Internet regarding phone and internet at the CWP.

Mr. Jarnecke will follow up with Republic Services again and talk with Dan Fox of Astbury to see if we have any other options that would allow us to keep costs for sludge disposal down.

Treasurer's Report on next page:

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KOONTZ LAKE REGIONAL SEWER DISTRICT

CASH

1 st Source Bank Checking Account	
Balance as of September 30, 2024:	\$194,839.21
Checks, withdrawals, debits	-\$23,125.16
Service charges	-\$52.22
Deposits and credits	\$71,485.03
Interest earned	<u>\$52.17</u>
Statement balance as of October 31, 2024:	\$243,199.03
Checks written but not cleared	\$0.00

Available balance in checking: \$243,199.03

Certificates of Deposit: \$1,134,277.33

Total funds \$1,377,476.36

RECEIVABLES

Reported by JPR as of 8/31/2024 **\$25,116.30** (see Note 1)

CLAIMS

The following invoices and claims are presented:

NIPSCO	gas cwp	\$78.51 *1
NIPSCO	elec cwp	\$5,148.60 *1
NIPSCO	Admn Bldg	\$144.32 *1
NIPSCO	grinders	\$741.02 *1
Republic Services		\$4,180.14 *1
Brightspeed		\$215.19 *1
Marshall Co REMC		\$241.00 *1
Baker Tilly		\$2,201.25 *4
First Source		\$52.22 *1
Astbury		\$9,226.96
JPR		\$19,524.02
Personnel Partners		\$740.25
Bill.com		\$119.85 *1
Dropbox	pd Oct	\$119.88 *1
Weber		\$15.50
Bell		\$119.88
Jessie Markin		\$25.00
	Total claims	<u>\$42,893.59</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	\$6,744.20	1.7% (percent of annual revenue)
	30 days	\$2,141.21	
	60 days	\$3,080.57	
	90+	\$592.17	
	Lien	\$12,558.15	
	Total	<u>\$25,116.30</u>	

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

Note 3: The Treasurer recommends investing in another \$50000 CD. Available curent rate is 5.25% for one year term.

There being no further 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 added that the Adoption of the 2025 Proposed Budget needs to be filed by December 1st with the USDA.

Mr. Jarnecke commented that he saw a few increased Astbury expenses but few other changes elsewhere.

Ms. Harty noted that our margins are slim and getting slimmer. Mr. Jarnecke said he hopes with the new Astbury agreement, we will be able to get a grasp on that.

Budgeted Items include:

Accounting Services – difference was over \$10,000, pretty much what the SBOA charged us on the 2024 audit (\$12,000 - \$13,000). Mr. McKenna told the Board we are supposed to be audited every two years, but it has been more like every four years.

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 said he would get the 2025 budget to Bakertilly and they will submit it.

There was nothing for JPR engineering.

For Astbury, it was noted that the new chart is easier to track and read.

Ms. Harty reported that JPR has put the lids on the GPS map. We will send to Selge and maybe a few local companies. She hopes to get these taken care of this year before the bad weather hits.

For the System Manager, Mr. Armstead reported only four pumps need work. The others, he reported, are fixed and organized.

Mr. Jarnecke will see if we can get a decent deal on replacement E-Ones and Control Panels from Covalen.

The Building Manager reported things looked good. The election committee had used the building and will not return for elections until 2026.

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Mr. McKenna will ask Jessie Markin if she is able to clean the lighting fixture covers of the bugs lying in them.

The 4-H groups and Conservancy District group will continue to use the building in 2025.

There was nothing to report by the Website Manager.

There was no Compliance Report.

For Contracts, Chris Lawrence will be again providing snow removal.

H & G will be contacted to complete their annual inspection service.

There were no reports from the following:

Key Control
P & P Committee
Records Management

There was nothing to discuss under Old Business.

Under New Business, Ms. Harty discussed the Signature Cards. She told Mr. Weber he would need to sign about 5 of them. The bank will be sending them to Mr. Weber.

Mr. Jarnecke may need to go into the bank to sign his signature card. He will contact the bank.

Ms. Harty said these signatures need to be provided by 12/31/24.

We are waiting for a quote on pumps and Control Panels from Covalen.

There being no further business to come before the Board, Mr. Jarnecke adjourned the November 19th, 2024 Regular Meeting of the Koontz Lake Regional Sewer District Board of Trustees at approximately 6:05 p.m. local Central Time.

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Respectfully submitted by Shelley K. Bell, KLRSD Bookkeeper

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

Michael McKenna

Kristy Wilsey

Gerald Weber

Paul Warnke

Ronald Armstead

Jeff Jarnecke

Heather Harty