

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

October 15th, 2024

The October 15th, 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, Jerry Weber, Paul Warnke, Mike Mckenna, Heather Hartly and Ron Armstead. Also present were Dan Fox and Tom Ganz from Astbury, and Shelley Bell.

Mr. Jarnecke asked the Board if there were any additions or corrections with respect to the adoption of the October 15th, 2024 Agenda as previously published. Ms. Hartly made the motion to accept the agenda as presented, Mr. Mckenna seconded, and upon roll call vote, the Board unanimously approved the Agenda.

Next on the Agenda was the reading of the September 17th, 2024 Minutes. Mr. Jarnecke asked if there were any additions or corrections to the Minutes. Mr. Mckenna made the motion to accept the Minutes as presented, Ms. Hartly seconded and upon vote, the Board unanimously approved.

Next, Mr. Jarnecke informed the Board he has been looking into finding new Billing and Locating options. Astbury has indicated they can do both of these for the District. A second option was the Town of Walkerton to do the billing services. The Town of Walkerton did not have a proposal ready for tonight's meeting.

Mr. Mckenna said the proposal from Astbury looks acceptable. He added that the District is running out of time to find someone to do these services.

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Astbury had provided a 2 year agreement for billing that would become effective January 1st, 2025 and was comparable with what the District has had with JPR. It would include a \$54,900 fixed rate with additional variables when needed. We would be 25% of their customer base.

Astbury also provided an agreement for Locate services at a rate of \$24,000 per year fixed rate. They said they will also pro-rate the rest of 2024. Their team would be out of South Bend. Ms. Harty said this also sounds reasonable.

Astbury's Operations contract has some increases. It would go from \$53,315 to \$67,320 for operations of the CWP. It would be an approximate 12 – 13% increase in cost overall, mostly due to COLA for CWP. Ms. Harty said that the Town of Walkerton has a non-portal walk up window and feels it's a non-starter because we'd be their only other customer.

Mr. Warnke made the motion to go forward with Astbury and Ms. Harty seconded, with Mr. Jarnecke responsible for finalizing the contract. Upon vote, the Board unanimously approved.

The Nominating Committee reported that Mr. Jarnecke and Mr. Warnke have both agreed to renew their positions with the Board and Ms. Wilsey, whose position is scheduled to term at the end of 2024 has agreed to renew her position as well.

Next was the Treasurer's Report:

Treasurer's Report on next page:

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CASH

1st Source Bank Checking Account
 Balance as of August 31, 2024: \$174,427.19

Checks, withdrawals, debits -\$37,128.50

Service charges -\$53.35

Deposits and credits \$57,541.73

Interest earned \$52.14

Statement balance as of September 30, 2024: \$194,839.21

Checks written but not cleared \$0.00

Available balance in checking: \$194,839.21

Certificates of Deposit: \$1,129,011.88

Total funds \$1,323,851.09

RECEIVABLES

Reported by JPR as of 8/31/2024

\$33,088.61 (see Note 1)

CLAIMS

The following invoices and claims are presented:

| | | |
|---------------------|-------------------|--------------------|
| NIPSCO | gas cwp | \$85.10 *1 |
| NIPSCO | elec cwp | \$5,568.65 *1 |
| NIPSCO | Admn Bldg | \$147.36 *1 |
| NIPSCO | grinders | \$694.91 *1 |
| Republic Services | | \$4,660.15 *1 |
| Brightspeed | | \$214.51 *1 |
| Marshall Co REMC | | \$258.00 *1 |
| Baker Tilly | | \$1,366.25 *4 |
| First Source | | \$53.35 *1 |
| Astbury | | \$9,730.50 |
| JPR | | \$0.00 |
| Personnel Partners | | \$740.25 |
| Bill.com | | \$104.85 *1 |
| Universal Security | | \$135.00 |
| Jessie Markin | | \$25.00 |
| Emmence Impact | web services | \$0.00 |
| Starke County | ditch tax | \$0.00 |
| Mike McKenna | claim | \$0.00 |
| Jerry Weber | claim - supplies | \$0.00 |
| Jessie Markin | cleaning services | \$0.00 |
| Total claims | | \$23,783.88 |

*** 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 | \$5,750.70 |
| 30 days | \$4,609.82 |
| 60 days | \$1,837.77 |
| 90+ | \$6,629.88 |
| Lien | \$14,260.44 |
| Total | \$33,088.61 |

2.0% (percent of annual revenue)

Note 7: The Treasurer recommends approval to pay all claims listed above.

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Mr. Mckenna said there are 120 accounts with liens being filed recently.

There being no further discussion on the Treasurer's Report, Mr. Mckenna made the motion to accept the Treasurer's Report as presented, Mr. Warnke seconded, and the Board unanimously approved.

Mr. Mckenna added that the Final Proposed 2025 Budget will be presented at the next meeting. He will send it out before the November meeting.

Mr. Fox introduced Tom Ganz, head of the Locate Team for Astbury.

Mr. Fox told the Board the Motor on air compressor # 2 has been replaced. He has had his crew cleaning and getting ready for winter.

Mr. Fox had located some lids that will need to be raised. This will require being outsourced as Astbury does not have the equipment to do it. Since there has been no word from Selge Construction, Mr. Warnke will contact them.

Mr. Fox thinks the lid on Anderson Drive may have been cemented over with the driveway.

Mr. Fox said he will check on the next price increase for pumps and order before it goes into effect. He added that many are corroded. He suggests ordering 50 pumps and at least a dozen control panels.

The Website manager said the website will be adding a notice not to put trash pickup by the control boxes and grinders.

The meeting then moved to Mr. Jarnecke reading letters regarding Mr. Mckenna's hard work for the Board for many years. He presented Mr. Mckenna with an artwork plaque naming the large meeting room "Mckenna Hall", in honor of all of Mr. Mckenna's years with the Sewer Board.

Members of Mr. Mckenna's family, friends, and area residents joined the meeting for this portion of the Board Meeting, honoring Mr. Mckenna.

Mr. Mckenna told those in attendance that he had joined the group working to establish a sewer district because a friend had asked him to, plus he believed it would help the lake and help property owners avoid septic troubles. He believed the area needed sewers.

Starting in the kitchen of Tom Camerie in 2001, the small group started planning. Mr. Mckenna said they were very gratified to finally see their hard work and planning come to be the Sewer District we now have.

Mr. Mckenna said he will miss working with the members of the Sewer District, but feels it is time for him to step back. He added that the District is on good financial footing and we have good contractors. Our engineer has told us we have one of the best run, lowest cost systems in Indiana.

Mr. Mckenna noted that none of the volunteers were trained in this, they just relied on common sense and guidance of professionals.

Mr. Mckenna said he is very happy to have been a part of this Sewer District all of these years.

There being no further business to come before the Board, Mr. Jarnecke adjourned the meeting, inviting those present to join in the "Thank you" celebration for Mr. Mckenna with refreshments. The October 15th, 2024 Regular Meeting of the Kooontz Lake Regional Sewer District Board of Trustees was adjourned by Mr. Jarnecke at approximately 6:00 p.m. local Central Time.

On a personal note, I would like to thank Mr. Mckenna for inviting me to work with the Sewer Board and for all the guidance and help he has given me over the years. Mike, I will miss you and wish you and your family the best in your future!

Respectfully submitted by Shelley K. Bell, KLRSD Bookkeeper

October 15th, 2024 KLRSD Annual Board Meeting Minutes approved by:

Michael Mckenna

Heather Harty

Ronald Armstead

Gerald Weber

Jeff Jarnecke

Paul Warnke

Kristy Wilsey

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