

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

September 17th, 2024

The September 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, Jerry Weber, Paul Wanke, Mike McKenna and Ron Armstead. Also present was Shelley Bell.

Mr. Jarnecke asked the Board if there were any additions or corrections with respect to the adoption of the September 17th, 2024 Agenda as previously published. Mr. McKenna made the motion to accept the agenda as presented, Mr. Weber seconded, and upon roll call vote, the Board unanimously approved the Agenda.

Next on the Agenda was the reading of the August 20th, 2024 Minutes. Mr. Jarnecke asked if there were any additions or corrections to the Minutes. Mr. Jarnecke noted that on page one, paragraph 3, the word "JUNE" was spelled using a "3" in place of an "e". Ms. Bell said she will correct this error. Mr. McKenna made the motion to accept the Minutes with the spelling correction, Mr. Weber seconded, and the Board unanimously approved. ****NOTE**** *This minor error is corrected in the final/online copy of the August 20th, 2024 Minutes.*

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

1st Source Bank Checking Account

Balance as of July 31, 2024:	\$309,402.92
Checks, withdrawals, debits	-\$219,427.84
Service charges	-\$55.54
Deposits and credits	\$84,457.65
Interest earned	\$50.00
Statement balance as of August 31, 2024:	\$174,427.19
Checks written but not cleared	\$0.00
Available balance in checking:	<u>\$174,427.19</u>
Certificates of Deposit:	<u>\$1,129,011.88</u>
Total funds	\$1,303,439.07

RECEIVABLES

Reported by JPR as of 8/31/2024 \$35,181.40 (see Note 1)

CLAIMS

The following invoices and claims are presented:

NIPSCO	gas cwp	\$76.93	*1
NIPSCO	elec cwp	\$5,550.38	*1
NIPSCO	Admn Bldg	\$158.56	*1
NIPSCO	grinders	\$690.12	*1
Brightspeed		\$214.51	*1
Marshall Co REMC		\$294.00	*1
1st Source Bank		\$55.54	
Cincinnati Ins		10,002.00	
Baker Tilly		\$5,168.75	*4
Jeff Jarnecke		\$269.63	
Astbury		5,818.30	
JPR		14,043.29	
Personnel Partners		740.25	
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	<u>\$43,082.26</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	\$9,686.50	
	30 days	\$1,769.76	
	60 days	\$4,078.35	
	90+	\$2,056.09	
	Lien	\$17,590.70	2.3% (percent of annual revenue)
	Total	<u>\$35,181.40</u>	

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

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Mr. Jarnecke reported that the damage done by the boring company was paid by the wrong company. Surf will be charged for the 2nd and 3rd properties damaged in the boring process. Mr. Jarnecke said he will look into Surf for both places.

Mr. Jarnecke noted that JPR charged the District \$17,000 because of locates and we can expect expensive locate bills for the next 10 months or so due to the fiber internet connections being done.

Mr. McKenna reported that he met up with fellow Board member, Heather Harty to go over the treasurer's responsibilities and to set her up with Bill.com and Drop Box.

Mr. McKenna also advised the Board that Mr. Jarnecke and Ms. Harty will need to visit the banks in person with him to be added to the bank resolutions for account management authority. Mr. Weber will remain on the resolution with Mr. Jarnecke and Ms. Harty. Mr. McKenna and Mr. Warnke will be removed.

Mr. McKenna said Ms. Harty also had a video meeting with Rob Barr and Megan Montgomery of Bakertilly.

Mr. Jarnecke said he bought Ms. Harty a laptop computer to use for the treasurer's duties.

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.

There was nothing to be reported by Asset Management.

There was no discussion regarding the JPR billing report.

For JPR engineering, Mr. Warnke asked if the district was planning on staying with JPR for engineering needs. It was also noted that the agreement with JPR ends on December 21, 2024. Mr. McKenna said we will definitely need an engineer as our system is aging. Mr. Jarnecke will see if JPR is willing to come up with an arrangement once the JPR contract expires.

There was no Astbury Report. Mr. Jarnecke and Ms. Wilsey have been checking lids needing work and noted 20 lids. Mr. McKenna suggested the lids issue be addressed in two phases. The first would be to pick out lids that are raised and will be hit by snowplows to be worked on first and then the others could be worked on later, if a second phase is needed.

Mr. Jarnecke is collecting information on Astbury's billing services. He is also looking into the possibility of the Town of Walkerton doing the billing for the KLRSD.

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The System Manager reported we have 28 good pumps ready to go. He added there are 53 needing to be worked on. He said the grass looks good at the CWP and there are a lot of pumps in the garage. A neighbor of the CWP requested a zoning change to put up pole barns, but this didn't pass.

Mr. Warnke suggested the District order more pumps and Mr. Armstead agreed with this idea. Mr. McKenna told the board that buying 50 pumps at a time gives the District a good rate.

The building manager reported everything is looking good at the Admin Building. He noted that the Board will need to designate a building manager. Mr. Jarnecke reminded the Board that the Admin building will be used as a polling place again for the November elections.

The Website manager said the website will be getting some updates.

There was nothing to discuss or report on:

- Compliance
- Contracts
- Key Control
- P & P
- Records Management

There was no Old Business brought up for discussion.

For New Business, Mr. Warnke reported that he and Mr. Fox of Astbury are working on the Tippecanoe location that keeps blowing pumps.

There being no further business to come before the Board, Mr. McKenna made the motion to adjourn the meeting, with Mr. Warnke seconding. The September 17th, 2024 Regular Meeting of the Koontz Lake Regional Sewer District Board of Trustees was adjourned by Mr. Jarnecke at approximately 6:00 p.m. local Central Time.

Respectfully submitted by Shelley K. Bell, KLRSD Bookkeeper

September 17th, 2024 KLRSD Annual Board Meeting Minutes approved by:

Michael McKenna

Kristy Wilsey

Gerald Weber

Paul Warnke

Ronald Armstead

Jeff Jarnecke

09/25/2024

Heather Harty

09/25/2024