

# KOONTZ LAKE REGIONAL SEWER DISTRICT

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P.O. Box 204  
Walkerton, IN 46574

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

January 19<sup>th</sup>, 2016

The January 19<sup>th</sup>, 2016 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 Jerry Weber. Other board members present were: “Buck” Buchaniec, James Jackson, Dan Pisarek, Derek Ganshorn, and Ronald Armstead, with Mike McKenna attending via tele-conference. Also present was Shelley Bell.

Mr. Weber asked the Board if there were any additions or corrections with respect to the adoption of the agenda as previously published. Mr. Jackson made the motion to approve the agenda as presented, Mr. Pisarek seconded and upon polled vote, all Board members approved.

Next, Mr. Weber asked if there were any additions or corrections to the minutes for the December 15th, 2015 KLRSD Board Meeting. Mr. Armstead made the motion to approve the minutes as presented, Mr. Pisarek seconded and the Board unanimously approved, upon poll voting.

First on the Agenda was the Nomination Committee report. Mr. McKenna told the Board that Starke County Board of County Commissioners had some confusion as to whom they were to appoint. Mr. McKenna said he had started pursuing this in October, but they had not looked at it until January 2016. Mr. McKenna received an email from them saying they would vote on Mr. Weber’s reappointment tonight.

Next on the Agenda was the Treasurer’s Report.

Please see Treasurer’s Report on next page.

**KOONTZ LAKE REGIONAL SEWER DISTRICT**

**TREASURERS REPORT**

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**January 19, 2016**

**CASH**

1 <sup>st</sup> Source Bank Checking Account		
Balance as of November 30, 2015:		\$267,980.81
Checks, withdrawals, debits		-\$27,733.40
Service charges		-\$28.06
Deposits and credits		\$63,856.00
Interest earned		\$40.83
Statement balance as of December 31, 2015:		\$304,116.18
Checks written but not cleared		-\$14,180.39
	Available balance in checking:	<b>\$289,935.79</b>
	1st Source Certificates of Deposit:	<b>\$553,454.66</b>
	<b>Total funds</b>	<b>\$843,390.45</b>

**RECEIVABLES**

User fees balance as of 1/15/2016	<b>\$79,331.43</b>	(see Note 1)
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**CLAIMS**

The following invoices and claims are presented:

NIPSCO	CWP electric	\$2,774.60	*1
NIPSCO	CWP gas	\$59.97	*1
NIPSCO	CS grinder electric	\$1,555.70	*1
NIPSCO	OB gas & electric	\$111.93	*1
Astbury Water Tech	Operator services	\$5,681.25	*2
Jones Petrie	billing services	\$3,750.00	
Jones Petrie	locate services	\$1,185.00	
Jones Petrie	engineering	\$0.00	
Jones Petrie	inspection services	\$0.00	
Jones Petrie	reimbursables	\$0.00	
IDEM	permit fee	\$1,000.00	
Universal Security	security services	\$135.00	
Personnel Partners	staffing services	\$568.88	
Larry Hakes	User Fe refund	\$55.02	
Elaine Bruhn	User Fe refund	\$55.02	
Shelley Bell	bookkeeping expenses	\$12.32	
	<b>Total claims</b>	<b>\$16,944.69</b>	

**\* Footnotes to Claims:**

- \*1 Preapproved for automatic payment.
- \*2 These charges include one call-out, CWP supplies and one month contract services.

Treasurer's Report Continued Next Page

<b>Note 1:</b>	Receivable aging:	Current	28,873.26		
		30 days	9,336.58		
		60 days	5,571.38		
		90+	18,705.22		
		Lien	16,844.99		2.6% (percent of annual revenue)
		Total	79,331.43		
<b>Note 2:</b>	The Treasurer recommends approval to pay all claims listed above.				
<b>Note 3:</b>	\$50,000 was transferred from checking to a CD @ 2.0% for 45 months on Jan 15, 2016				
<b>Note 4:</b>	The Annual Management Report (USDA Form 442-2) was completed and submitted on Nov 24, 2015 by the Treasurer after review and verification by Mr. Jackson, VP.				
<b>Note 5:</b>	The SBOA report "Form 100R - Compensation of Public Employees" has been completed and submitted by the Treasurer. The report states that the District had no employees in 2015 receiving compensation.				

Mr. McKenna noted that the Customer Refunds were for overpayments customers had made during the time they were selling their properties. He added that the Liens for Starke County have been deposited.

Mr. McKenna told the Board he also had transferred \$50,000 to a CD for 45 months at a rate of 2.0%, which was up from the previous 1.5%.

Mr. McKenna completed the Annual USDA Management Report (the 2016 Proposed Budget) using budget numbers approved by the Board at the November meeting for the 2016 Business Plan. This report was reviewed by Mr Jackson and submitted in November as required.

Mr McKenna also completed the State Board of Accounts (SBOA) Form 100R Report, which he submitted on January 2<sup>nd</sup>.

Mr. McKenna told the Board that the SBOA Audit for 2011, 2012, 2013 and 2014 have been posted on the SBOA website.

Mr. Weber asked if only one signature was needed on the financial reports.. Mr. McKenna explained that new Internal Control measures will require that a second Board member review and verify all financial reports before submission. He informed the Board that he will attach a copy of Mr. Jackson's email stating he had agreed with the numbers after reviewing the financial reports.

Mr. Jackson will also have access to the DropBox information that Mr. McKenna (as Treasurer) and Ms. Bell (as Bookkeeper) share to work online.

Mr. McKenna made the motion to approve the Treasurer's Report as presented, Mr. Armstead seconded, and upon poll voting, all Board Members unanimously approved.

Next on the Agenda was the report from JPR.

**Connections**

There were no connections during the month of December, 2015.

**Billing – December 2015**

JPR sent out 912 invoices for December billing which totaled \$51,353.33. The total amount of money received in December was \$44,584.78. A check in the amount of \$44,584.78 was also deposited on January 11, 2016. The current amount received for January is \$28,263.53.

The Current Accounts Receivable amounts as of January 18, 2016 are as follows:

Current: \$25,903.25  
30 Days: \$8,843.07  
60 Days: \$5,231.98  
90&Over: \$18,092.14  
Liens: \$16,844.99  
TOTAL: **\$75,005.43**

Penalties were applied on January 5, 2016 in the amount of \$1,016.14.

Penalties will be applied to all accounts with balances on February 5, 2016.

**COLLECTION INFORMATION**

We received a payment from Starke County Auditors in the amount of \$12,487.33 for lien payments. That amount was deposited in your account on December 9, 2015. The accounts have been adjusted, I have not updated the charts below, but they will be updated for your next meeting.

There were 14 liens filed on September 29, 2015 for Starke County. Below is a list of the liens filed and the amounts.

ACCOUNT NUMBER	NAME	SERVICE ADDRESS	LIEN AMOUNT	AMOUNT PAID
326100			\$634.14	
338701			\$974.28	
340500			\$708.74	
341001			\$778.38	
341800			\$847.70	
344600			\$780.05	
346500			\$567.14	
352300			\$774.97	
358200			\$661.19	
361100			\$1,232.86	
364700			\$551.81	
370301			\$605.31	
376000			\$580.39	

382900			\$858.74	
<b>TOTAL:</b>			<b>\$10,555.70</b>	

There were 3 liens filed on September 29, 2015 for Marshall County. Below is a list of the liens filed and the amounts.

<b>ACCOUNT NUMBER</b>	<b>NAME</b>	<b>SERVICE ADDRESS</b>	<b>LIEN AMOUNT</b>	<b>AMOUNT PAID</b>
307500			\$919.22	
304901			\$1,100.82	
304600			\$592.14	
<b>TOTAL:</b>			<b>\$2,612.18</b>	

There were 19 liens filed on March 18, 2015 for Starke County. Below are the remaining liens with balances.

<b>ACCOUNT NUMBER</b>	<b>NAME</b>	<b>SERVICE ADDRESS</b>	<b>LIEN AMOUNT</b>	<b>AMOUNT PAID</b>
3312-00			\$844.74	Paid \$12.50 Bal \$832.24
3402-00			\$844.74	
3536-00			\$976.74	
3607-01			\$976.74	
3698-00			\$663.18	
3768-00			\$976.74	
<b>TOTAL:</b>			<b>\$5,282.88</b>	<b>\$12.50</b>

Unpaid 2014 Spring Liens for Starke County

<b>ACCOUNT NUMBER</b>	<b>NAME</b>	<b>SERVICE ADDRESS</b>	<b>LIEN AMOUNT</b>	<b>AMOUNT PAID</b>
3466-00			\$636.66	
3402-00			\$1,139.10	
3607-01			\$854.66	
3582-00			\$2,414.34	\$46.33 12-15-14, \$675 6-1-15, Bal \$1,693.01
3768-00			\$1,540.74	\$93.04 12-15-14, \$527.28,6-1-15, Bal \$920.42
3560-00			\$1,475.72	\$15.00 12-15-14, \$586.39,6-1-15 Bal \$874.33
<b>TOTALS:</b>			<b>\$8,061.22</b>	<b>\$1,943.04</b>

The 2 liens below were filed with Marshall County on March 26, 2014.

<b>ACCOUNT NUMBER</b>	<b>NAME</b>	<b>SERVICE ADDRESS</b>	<b>LIEN AMOUNT</b>	<b>AMOUNT PAID</b>
3152-00			\$874.74	
3075-00			\$1,562.74	
<b>TOTAL:</b>			<b>\$2,437.48</b>	

There was 1 lien filed on March 18, 2015 for Marshall County

<b>ACCOUNT NUMBER</b>	<b>NAME</b>	<b>SERVICE ADDRESS</b>	<b>LIEN AMOUNT</b>	<b>AMOUNT PAID</b>
3152-00			\$844.74	
<b>TOTAL:</b>			<b>\$844.74</b>	

The Starke County Treasurer’s office only makes payments on the liens twice a year. On May 10 and November 10.

As there were no questions or discussion regarding JPR’s Billing Report, the meeting moved to the next item.

The next item on the Agenda was discussion of the Report from Astbury.

Mr. McKenna said the District needs to have someone start contacting the Starke County Highway Department when the District needs asphalt chipped off manhole covers so we again have access.

Mr. Weber said the District should look at ARV (Air Relief Valve) maintenance in the spring. He has already talked to Dan Fox about it and Mr. Fox has a list of valves needed.

Mr. Weber asked Mr. Fox how much it usually costs to rebuild pumps and was told the cost is usually not over \$1,500. Mr. Fox recommended the District review its contract to see if we can buy pumps at the original price for an extended period of time. Mr. McKenna said this is something we can ask JPR.

Next, Mr. Weber, the System Manager, reported everything at the CWP was checked and okay.

Next, Mr. Buchaniec, the Building Manager, reported everything at the Administration Building had been checked and found okay.

Mr Jackson, the Contract Manager, reported that he will add insurance policies to his listover oversight responsibilities.

The Board briefly discussed the H & G Service Agreement for Generator Maintenance. Mr. Pisarek noted that cancelation of 30 days prior (by H & G) does not give the District much time to find someone else. Mr. McKenna pointed out that the District only needs the Generator serviced once a year and believes the District would not have much difficulty in finding someone else to do this if needed.

Mr. Pisarek also questioned what, if any, special pricing would be charged after midnight.

Mr. McKenna recommended that his name and contact information be taken off of the Service Agreement and Mr. Weber’s added with Mr. Armstead as an alternate contact. He also said the document should have the CWP address on it.

Mr. Weber asked when the H & G contract would be up. Mr. McKenna said it is a one year agreement for inspection which takes place in August.

Mr. Weber told the Board he will contact H & G for clarification on overtime charges and the Board would re-discuss at the February meeting.

Next, the Key Control administrator reported that he is taking inventory of who has what keys and all is going well.

Next was the P & P Committee Report. Mr. McKenna told the Board he has drafted Financial Policy and Internal Controls Policy which he has sent to Mr. Jackson for review and comments.

Next, under Old Business, Mr. McKenna told the Board that per email exchange with Chad Robbins, the Valentine property has not been disconnected but the contractor expects to begin this process within the next few weeks.

Moving on to New Business, Mr. Armstead suggested the Board buy 10 grinders, new, in box, for events like bad lightening storms where power is knocked out and grinders are damaged from power surges. Mr. Weber informed the Board the District currently has 7 new grinders. Mr. Weber voiced concern that while these are sitting around the seals might go bad. The E-1 r4ecommeded hand turning them once a year. Mr. Weber added there are currently 13 usable grinders available.

Mr. McKenna said he was in favor of having grinders on hand, but concerned about them sitting in boxes and going past warrantee. He said he would talk to the District engineer and find out what other districts in the area, who have the same grinder system, have available and if they would be willing to share should we have an emergency. He noted we can also call INWARN to find who has the same system and any available spares.

Mr. McKenna said he will contact E-1 to find out how quickly the District could buy grinders and have them delivered.

Mr. Armstead said the District might want to consider putting new boxed grinders in, instead of changing out repaired ones.

There being no further business to come before the Board, Mr. Buchaniec motioned for the meeting to be adjourned, Mr. Armstead seconded, and the January 19th, 2015 meeting of the Koontz Lake Regional Sewer District Board was adjourned at approximately 5:55 p.m. local Central Time.

**The next KLRSD Board Meeting is the Regular Board Meeting scheduled for February 16th, 2016 to begin at 5:30 pm CST.**

Respectfully submitted by Shelley K. Bell, KLRSD Bookkeeper

January 19<sup>th</sup>, 2016 Regular Minutes approved by:



Michael McKenna

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Gerald Weber

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Ronald Armstead



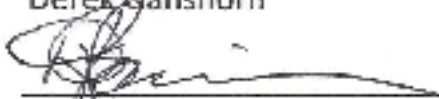
Dan Pisarek



James Jackson

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Derek Ganshorn



"Buck" Buchaniec