

# .....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

December 15th, 2015

The December 15<sup>th</sup>, 2015 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, 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. Buchaniec made the motion to approve the agenda as presented, Mr. Armstead 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 November 17<sup>th</sup>, 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 Marshall County re-approved Mr. Armstead for another 4 year term. He added that there has not been any action on Mr. Weber's reappointment by Starke County, but it is expected in January 2016.

Next on the Agenda was the Treasurer's Report.

Please see Treasurer's Report on next page.

**KOONTZ LAKE REGIONAL SEWER DISTRICT**

**TREASURERS REPORT**

**Page 1 of 1**

**December 15, 2015**

**CASH**

1 <sup>st</sup> Source Bank Checking Account			
Balance as of October 31, 2015:		\$230,631.77	
Checks, withdrawals, debits		-\$12,949.03	
Service charges		-\$27.18	
Deposits and credits		\$50,290.66	
Interest earned		\$34.59	
Statement balance as of November 30, 2015:		\$267,980.81	
Checks written but not cleared		-\$8,224.08	
Available balance in checking:		<b><u>\$259,756.73</u></b>	
1st Source Certificates of Deposit:		<b><u>\$553,454.66</u></b>	
<b>Total funds</b>		<b><u>\$813,211.39</u></b>	

**RECEIVABLES**

User fees balance as of 11/15/2015	<b><u>\$96,888.18</u></b> (see Note 1)
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**CLAIMS**

The following invoices and claims are presented:

NIPSCO	CWP electric	\$2,583.81	*1
NIPSCO	CWP gas	\$44.59	*1
NIPSCO	CS grinder electric	\$1,516.16	*1
NIPSCO	OB gas & electric	\$100.14	*1
Republic Svc	sludge hauling	\$1,057.19	*1
Astbury Water Tech	Operator services	\$14,015.99	*2
Jones Petrie	billing services	\$3,750.00	
Jones Petrie	locate services	\$1,185.00	
Jones Petrie	engineering	\$8,500.00	*3
Jones Petrie	inspection services	\$150.00	
Jones Petrie	reimbursables	\$0.00	
Personnel Partners	staffing services	\$584.25	
Jerry Weber	claim- CWP and Office supplies	\$164.40	
Shelley Bell	bookkeeping expenses	\$23.18	
	<b>Total claims</b>	<b><u>\$33,674.71</u></b>	

**\* Footnotes to Claims:**

- \*1 Preapproved for automatic payment.
- \*2 These charges include two call-outs, grinder repairs, CWP supplies and two months contract services.
- \*3 This charge is for the thermal retention study

<b>Note 1:</b> Receivable aging:	Current	38,280.83	
	30 days	8,713.16	
	60 days	5,703.13	
	90+	16,352.40	
	Lien	27,838.66	4.3% (percent of annual revenue)
	<b>Total</b>	<b>96,888.18</b>	

(A payment of \$12,487.33 has been received but not deducted as yet against the lien balance)

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

**Note 3:** The Treasurer recommends investment of \$50,000 surplus<sup>2</sup> checking account funds in a 4 year CD.

Mr. McKenna pointed out the District's Cash standing. He noted that the Receivables figure includes \$12,487.33 in Starke County Liens, which has been received but not applied to the accounts yet.

Mr. McKenna also told the Board that Astbury's charges also include two months worth of monthly contract services and that JPR had \$8,500.00 in Engineering charges for the thermal retention study.

Mr. McKenna recommended investing \$50,000 of surplus checking funds into a four year CD.

Mr. Jackson pointed out that the Fed would be meeting the next day and interest rates are expected to rise, so the District should wait until the end of the month before investing in a new CD. Mr. McKenna agreed to this strategy and will wait until the January 2016 to invest in the four year CD.

Mr. McKenna made the motion to accept the Treasurer's Report as presented, along with waiting until January to invest the \$50,000 in a four-year CD. Mr. Armstead seconded this motion and upon roll call vote, this motion was unanimously approved.

Next on the Agenda was the report from JPR.

### **Connections**

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

### **Billing – November 2015**

JPR sent out 912 invoices for November billing which totaled \$51,364.33. The total amount of money received in November was \$51,268.43. A check in the amount of \$51,268.43 was also deposited on December 9, 2015. There was an additional check from Starke County deposited on December 9, 2015 in the amount of \$12,487.33 which has not been applied to the accounts yet. The current amount received for November is \$10,092.17.

The Current Accounts Receivable amounts as of December 14, 2015 are as follows:

Current:	\$38,280.83
30 Days:	\$8,713.16
60 Days:	\$5,703.13
90&Over:	\$16,352.40
Liens:	<u>\$27,838.66</u> (payment of \$12,487.33 has not been deducted yet)
TOTAL:	<b>\$96,888.18</b>

Penalties were applied on December 4, 2015 in the amount of \$899.46.

Penalties will be applied to all accounts with balances on January 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. I have not adjusted the accounts yet to reflect those payments so the charts below will be updated for your next meeting.

There were 14 liens filed on September 29, 2015 for Starke County totaling \$10,555.70.

There were 3 liens filed on September 29, 2015 for Marshall County totaling \$2,612.18.

There were 19 liens filed on March 18, 2015 for Starke County with a remaining balance of \$5,282.88.

Unpaid 2014 Spring Liens for Starke County total \$8,061.22 less payments of \$1,943.04.

The 2 liens were filed with Marshall County on March 26, 2014 totaling \$2,437.48.

There was 1 lien filed on March 18, 2015 for Marshall County for a total of \$844.74.

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

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

Astbury had not turned in a monthly report by the time of the meeting, so there was no discussion of it and the meeting proceeded.

The System Manager report was delivered by Mr. Armstead, who reported that all was looking well at the CWP.

The Building Manager report was delivered by Mr. Buchaniec, who reported that everything looked fine there as well.

Mr. Jackson gave the report for the Contract Administrator, pointing out that the snow plowing contract and Astbury's contract are both up for renewal in March.

Mr. Pisarek said S & S Snow Removal has provided the Insurance declaration and we need to look up the anniversary date of the document to verify when the renewal is needed.

Mr. Armstead said that the District may want to put out a notice for bids for the work Astbury has been providing.

There were no changes to report under Key Administration.

Mr. McKenna reported for the P & P Committee that the Connect/Reconnect P&P have been updated per Chad Robbins' request for more detail. Mr. McKenna said he is currently working on financial P&P.

Mr. McKenna made the motion to adopt P&P Connect/Reconnect, Vers. 3.2 dated 12/1/15. Mr. Buchaniec seconded, and upon polled vote, this motion was unanimously passed.

Record Management is still an open position, so there was nothing reported.

There was nothing to discuss under Old Business.

Under New Business, Mr. McKenna told the Board the District has been contacted by Mr. Dean McIntosh who conveyed the request by Patricia Valentine to have billing cancelled and the property disconnected from the sewer system. The other utilities have already been disconnected.

Mr. McKenna said he is willing to allow the disconnect with no further billing.

Mr. Weber and Mr. Armstead disagreed. They believe the plumbing fixtures should be taken out. Mr. Pisarek questioned how the District would know if owner restarts the other utilities.

Mr. McKenna said that if she has a legal document and decides to connect to another house on the property, she would still need a contractor, inspection and permit. Because of these things, the District would be informed.

Mr. Pisarek asked if the Board should request Mr. McIntosh for a report.

Mr. McKenna answered that the District would get a copy of the report by the inspector upon a legal disconnection. He added that the owner would need legal documentation as per the P&P for Connect/Disconnect, and that should the owner decide to reconnect at a later date, all fees per the P&P would have to be paid.

Mr. Pisarek asked if the District should tell Ms. Valentine there will be a reconnect fee if she later decides to reconnect.

Mr. McKenna said he has already sent the Connect/Disconnect P & P to the contractor but will also respond to Ms. Valentine's letter to inform her.

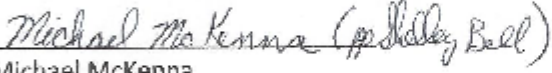
All Board members agreed Mr. McKenna should notify both the contractor (Mr. McIntosh) and the owner (Ms. Valentine).

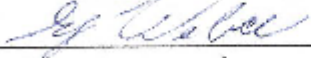
There being no further business to come before the Board, Mr. Armstead motioned for the meeting to be adjourned, Mr. Buchaniec seconded, and the December 15th, 2015 meeting of the Koontz Lake Regional Sewer District Board was adjourned at approximately 5:55 p.m. local Central Time.

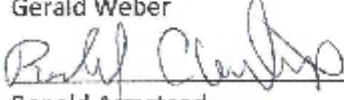
**The next KLRSD Board Meeting is the Regular Board Meeting scheduled for January 19<sup>th</sup>, 2016 to begin at 5:30 pm CST.**

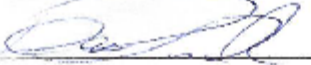
Respectfully submitted by Shelley K. Bell, KLRSD Bookkeeper

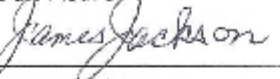
November 17<sup>th</sup>, 2015 Regular Minutes approved by:

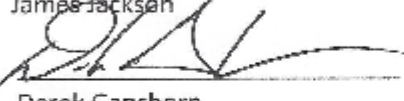
  
Michael McKenna

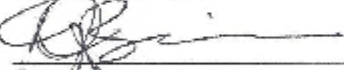
  
Gerald Weber

  
Ronald Armstead

  
Dan Pisarek

  
James Jackson

  
Derek Ganshorn

  
"Buck" Buchaniec