

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

January 15th, 2019

The January 15th, 2019 Regular meeting of the Board of Trustees of the Koontz Lake Regional Sewer District was held at approximately 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 James Jackson. Other board members present were: Ron Armstead, and Dan Pisarek. Mike McKenna and Jerry Weber attended via teleconference. Also present were Kenny Jones of JPR, Janette Surrisi of Wyland, Humphrey, & Clevenger, and Shelley Bell.

Mr. Jackson asked the Board if there were any additions or corrections with respect to the adoption of the January 15th, 2019 agenda as previously published. Mr. McKenna requested the addition of the Swan Lake Resort Extension Dedication. Mr. Jackson requested addition of discussion of cleaning service for the Administration Building. The System Manager requested addition of discussion of tree removal at the CWP. Mr. Pisarek requested discussion of filing cabinets. Mr. McKenna made the motion to accept the Agenda with these additions, Mr. Armstead seconded, and upon polled vote, all members unanimously approved.

Next, Mr. Jackson asked if there were any additions or corrections to the minutes for the December 18th, 2018 Board Meeting. Mr. McKenna made the motion to accept the minutes as presented, Mr. Armstead seconded, and upon polled vote, the Board unanimously approved.

Next was a discussion of Swan Lake Resort updates

Mr. Jones discussed the field tile concerns a few landowners had concerns about. He explained that he was having trouble contacting these land owners, although one had given him some information he was going to go look at one more spot. He feels this will put the District in the position for us to find no conflict, or if a conflict is found, to repair it. Mr. Jones told the Board that he is personally going to see to this situation.

Mr. McKenna said that the District does not want to assume any liability for this to possibly come up in the future.

Ms. Surrisi said accepting the dedication does not make the District liable for these acts. She said an Indemnification paragraph in the Sewage Treatment agreement would cover this.

Mr. Jones said he wants the Board to have the same information he has in case they get contacted with questions about this. He has no concerns with Swan Lake being able to stand by financially in their agreement.

The District is also getting NIPSCO easement taken care of with proper language.

Next, the meeting moved to the Dedication of Sewer Infrastructure for Swan Lake Resorts. Mr. McKenna said that Kevin Smith at Swan Lake had been very easy to work with and very cooperative.

Mr. McKenna made the motion to accept the Dedication and Acceptance of Sanitary Infrastructure dated January 15th, 2019. Mr. Armstead seconded, Mr. Weber aye, Mr. Pisarek – aye, Mr. Jackson – aye, and Mr. McKenna – aye. The document was signed with Mr. Jackson signing for Mr. McKenna and Mr. Pisarek signing for Mr. Weber.

Next was the Perpetual Utility Easement for Sanitary Sewer. Mr. McKenna made the motion to accept as presented on document dated January 15th, 2019, Mr. Weber seconded, and upon polled vote, the motion was approved. Again, Mr. Jackson signed for Mr. McKenna and Mr. Pisarek signed for Mr. Weber.

Next, the meeting moved to the Nominations Committee. Mr. McKenna said he has been notified by ~~Morgan~~ Morgan Township's trustee who made the appointment for Mr. Jackson.

Morgan Oregon

Next was the presentation of the Treasurer's Report:

Mr. McKenna made the motion to accept the Treasurer's Report as presented, Mr. Armstead seconded, and upon polled vote, the Board unanimously approved.

Please see Treasurer's Report on following page:

KOONTZ LAKE REGIONAL SEWER DISTRICT

TREASURERS REPORT

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January 15, 2019

CASH

1 st Source Bank Checking Account	
Balance as of November 30, 2018:	\$280,285.68
Checks, withdrawals, debits	-\$27,739.43
Service charges	-\$36.30
Deposits and credits	\$0.00
Interest earned	\$69.12
Statement balance as of December 31, 2018:	\$252,579.07
Checks written but not cleared	
Available balance in checking:	<u>\$252,579.07</u>
Certificates of Deposit:	<u>\$866,554.69</u>
Total funds	\$1,119,133.76

RECEIVABLES

Reported by JPR as of 1/11/2018 \$106,031.33 (see Note 1)

CLAIMS

The following invoices and claims are presented:

NIPSCO	CWP electric	\$4,288.23 *1
NIPSCO	CWP gas	\$82.04 *1
NIPSCO	CS grinder electric	\$1,367.31 *1
NIPSCO	OB gas & electric	\$155.39 *1
Republic Svcs	sludge hauling	\$1,322.78 *1
CenturyLink	Phone Svc	\$197.08 *1
Astbury Water Tech	Operater services	\$7,299.03 *2
Jones Petrie	billing services	\$3,910.89 *3
Jones Petrie	locate services	\$480.00 *3
Jones Petrie	engineering	\$812.50 *3
Jones Petrie	inspection services	\$640.00 *3
Jones Petrie	reimbursables	\$0.00 *3
Universal Security	security services	\$135.00
AeroMod	CWP replacement parts	\$7,584.54
Personnel Partners	staffing services	\$568.88
Shelley Bell	bookkeeping expenses	\$27.48
IDEM	CWP permit	\$1,000.00
James Buza	web services	\$691.04
Mike McKenna	claim - supplies	\$216.73
	Total claims	<u>\$30,778.92</u>

* Footnotes to Claims:

*1 Preapproved for automatic payment.

*2 Multiple call outs and repairs.

*3 Contract services.

Note 1: Receivable aging:	Current	\$35,887.67	
	30 days	\$7,466.37	
	60 days	\$6,015.51	
	90+	\$27,133.82	
	Lien	\$29,527.96	4.6% (percent of annual revenue)
	Total	\$106,031.33	

2/17/19

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

Two additional bills were presented for payment. Mr. McKenna will create an Accounts Payable Register addendum to be signed at next month's meeting.

The two additional bills were:

Marshall County REMC - \$140.00
WH&C - \$1,430.00

Mr. McKenna made the motion to approve payment of these two additional expenses, Mr. Armstead seconded, and upon polled vote, the motion was passed.

There was nothing to report by the Asset Manager.

There was no discussion on JPR's report for Billing and Engineering, although Mr. McKenna said next month's Project Memo will be more accurate and current.

Mr. McKenna also noted that Astbury had actually put together billing for the first bill for Swan Lake.


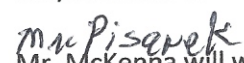
For the System Manager's Report, Mr. Armstead informed the Board there are five trees in front of the CWP that are dead. He is concerned that they may knock out power lines or other damage if they fall. He has a price of \$550 to have the trees removed including cleanup with Garrett White. Mr. McKenna said that sounded good, but to make sure he is insured.

Mr. Armstead said he wants to build a screen door cover over the blower. He told the Board that Dan Fox of Astbury said he could do it. Mr. Armstead said he will get a quote from Mr. Fox.

Mr. Armstead also informed the Board the District has about half a dozen grinder covers available for any repairs.

For the Building Manager, Mr. Pisarek reported that he would have Peggy Shively clean the Administration Building. He has given her instructions, keys, and supplies.

Mr. Pisarek also requested a key for the Koontz Lake Conservancy District for the filing cabinet so they may store items for their meetings.

 
Mr. McKenna will write up a Memorandum of Understanding between the KLRSD and the KLCD so that each party will know what is expected of the other as far as agreement for use of the Administration Building by the KLCD.

Mr. Pisarek asked about an indemnity clause. Mr. McKenna explained that our insurance doesn't cost more or less if we have another group coming in and using the building, and that our property insurance should cover us. Mr. Jackson will follow up regarding the insurance questions.

For Contracts, Mr. Jackson will add infrastructure of Swan Lake plus property insurance and general liability to his list of items to double check. Mr. McKenna will update the Asset Ledger with the whole price of infrastructure.

The District is still waiting for a new contract document with Astbury. Mr. McKenna is requesting Astbury just reduce our bill by \$80 per month for their use of the internet. This way the KLRSD would not need to send them bills for this.

Mr. Pisarek, the Key Administrator, is currently working on a key audit.

The P & P Committee reported the Conflict of Interest forms need to be signed and turned in for next month.

Mr. McKenna has also written P & P, under Collection of User Fees, Vers 3, Section G. Bad Debt and write offs. He believes this should satisfy the auditors.

Mr. McKenna made the motion to adopt the Bad Debt and Write Off P & P, Mr. Weber seconded, and upon polled vote, the Board unanimously approved.

Mr. McKenna said he would review all P & P to see if any updates are needed, then he plans to distribute new thumb drives updated with the new information to everyone over the new few months.

P & P V.3 Meeting of the Board covers Attendance for Board Compensation, which the Board had approved last month. Mr. McKenna made the motion to adopt this P & P, Mr. Armstead seconded, and upon polled vote, the Board unanimously approved.

There was nothing to discuss under Old Business.

There was nothing to discuss under New Business.


There were no members of the public present at the meeting who wished to speak.

There being no further business to come before the Board, Mr. Armstad motioned for the meeting to be adjourned, Mr. Pisarek seconded, and the January 15th, 2019 Regular Meeting of the Koontz Lake Regional Sewer District Board of Trustees was adjourned at approximately 6:07 p.m. local Central Time.

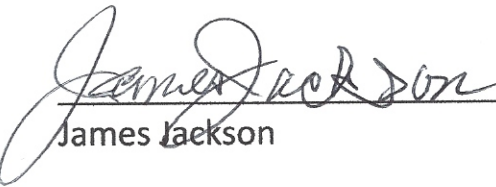
The next KLRSD Board Meeting is the Annual Board Meeting scheduled for February 19th, 2019 to begin at 5:30 pm CST.

Respectfully submitted by Shelley K. Bell, KLRSD Bookkeeper

January 15th, 2019 KLRSD Regular Board Meeting Minutes approved by:



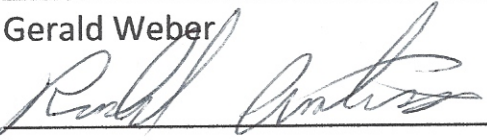
Michael McKenna



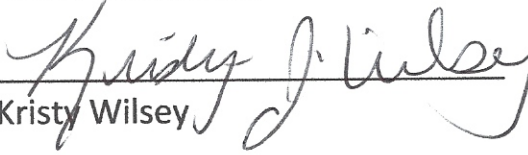
James Jackson

Gerald Weber

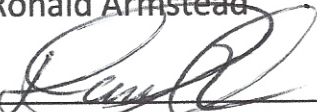
"Buck" Buchaniec



Ronald Armstead



Kristy Wilsey



Dan Pisarek
