

# 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

February 19<sup>th</sup>, 2019

The February 19<sup>th</sup>, 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, Kristy Wilsey and Dan Pisarek. Mike McKenna and Jerry Weber attended via teleconference. Also present were Dan Fox of Astbury, Paul Warnke and Shelley Bell.

The first order of business was administering the Oath of Office to the new board member, Paul Warnke—Mr. Pisarek led Mr. Warnke in the Oath.

Mr. Jackson asked the Board if there were any additions or corrections with respect to the adoption of the February 19<sup>th</sup>, 2019 agenda as previously published. Mr. Jackson indicated he would like to add three motions after the Minutes, making the motion for the agenda to be approved with this addition, Mr. Pisarek seconded, and the Board approved upon polled vote.

There was discussion that it had been brought to the Board's attention that the Board must have a minimum of four Board Members present to make Quorum, and also that members attending via teleconference cannot vote on issues that meeting, or be counted to make Quorum. Mr. McKenna explained this to the Board. Mr. Pisarek said that the Board needs to keep communication with each other so that if someone cannot attend the meeting, the foreman knows.

Next, Mr. Jackson asked if there were any additions or corrections to the minutes for the January 15<sup>th</sup>, 2019 Board Meeting. Two changes were requested and made to page 2 and page 4 of the minutes. Mr. Warnke made the motion to accept the minutes as amended, Mr. Pisarek seconded, and upon vote of those present, all approved.

Next, Mr. Jackson made two motions regarding the <sup>Swan Lake</sup> business of January 15<sup>th</sup>, 2019.

“On this 19<sup>th</sup> day of February, 2019, the Koontz Lake Regional Sewer District, by and through its duly appointed Board of Trustees, hereby ratifies the action of its Board of Trustees in accepting this instrument of dedication and the attached Exhibits A through D, inclusive, on the 15<sup>th</sup> day of January, 2019.”

“On this 19<sup>th</sup> day of February, 2019, the Koontz Lake Regional Sewer District, by and through its duly appointed Board of Trustees, hereby ratifies the action of its Board of Trustees in accepting this Perpetual Easement for Sanitary Sewer as Grantee on the 15<sup>th</sup> day of January, 2019.”

Mr. Pisarek seconded, and upon vote of those attending, they were unanimously passed.

Mr. McKenna suggested that a motion be made that any actions taken with less than Quorum present prior to this date should be ratified.

Mr. Jackson made the motion “On this 19<sup>th</sup> day of February, 2019, the Koontz Lake Regional Sewer District, by and through its duly appointed Board of Trustees, hereby ratifies the action of the Board of Trustees in accepting the ratification of all actions taken by the Board under the teleconferencing policy.” Mr. Pisarek seconded, and upon vote by those in attendance, the motion was unanimously approved.

Next was a discussion of Swan Lake Resort updates:

Mr. Pisarek reported that Kenny Jones of JPR had been out to Mr. Borelli’s property. He said they will go out and dig some more and check the drain tiles.

Next, the meeting moved to the Nominations Committee. Mr. McKenna welcomed Mr. Warnke back to the Board. He also said he had received the letters from the counties regarding Mr. Jackson, Mr. Pisarek, and Mr. Warnke.

Next was the presentation of the Treasurer’s Report:

Please see Treasurer’s Report on following page:

**KOONTZ LAKE REGIONAL SEWER DISTRICT**

**TREASURERS REPORT**

**Page 1 of 1**

**February 19, 2019**

**CASH**

1<sup>st</sup> Source Bank Checking Account

|   |                       |
|---|-----------------------|
| Balance as of December 31, 2018:          | \$252,579.07          |
| Checks, withdrawals, debits               | -\$46,161.55          |
| Service charges                           | -\$39.65              |
| Deposits and credits                      | \$106,134.71          |
| Interest earned                           | \$75.48               |
| Statement balance as of January 31, 2019: | \$312,588.06          |
| Checks written but not cleared            | -\$1,373.85           |
| Available balance in checking:            | <u>\$311,214.21</u>   |
| Certificates of Deposit:                  | <u>\$866,554.69</u>   |
| <b>Total funds</b>                        | <b>\$1,177,768.90</b> |

**RECEIVABLES**

Reported by JPR as of 2/15/2018 \$99,650.16 (see Note 1)

**CLAIMS**

The following invoices and claims are presented:

|                       |                       |                            |
|-----------------------|-----------------------|----------------------------|
| NIPSCO                | CWP electric          | \$4,711.73 *1              |
| NIPSCO                | CWP gas               | \$104.18 *1                |
| NIPSCO                | CS grinder electric   | \$1,376.41 *1              |
| NIPSCO                | OB gas & electric     | \$176.31 *1                |
| Republic Svcs         | sludge hauling        | \$0.00 *1                  |
| USDA                  | loan payment          | \$123,810.00 *1            |
| CenturyLink           | Phone Svc             | \$197.04 *1                |
| Marshall County REMC  | SLR electric          | \$174.72                   |
| Astbury Water Tech    | Operater services     | \$11,720.10 *2             |
| Jones Petrie          | billing services      | \$6,046.41 *3              |
| Jones Petrie          | locate services       | \$1,360.00 *3              |
| Jones Petrie          | engineering           | \$830.32 *3                |
| Jones Petrie          | inspection services   | \$255.00 *3                |
| Jones Petrie          | reimbursables         | \$0.00 *3                  |
| Personnel Partners    | staffing services     | \$599.63                   |
| Shelley Bell          | bookkeeping expenses  | \$27.48                    |
| Dan Pisarek           | claim - supplies      | \$49.18                    |
| AeroMod               | CWP replacement parts | \$20.77                    |
| SBOA                  | audit fees            | \$8,801.00                 |
| IUPPS                 | locate services       | \$52.25                    |
| Peggy Shively         | office cleaning       | \$25.00                    |
| Lawrence Lawn Service | snow removal          | \$400.00                   |
| IRSDA                 | dues                  | \$50.00                    |
| Carol Switalski       | refund                | \$109.49                   |
| Robert Reed           | refund                | \$55.02                    |
|                       | <b>Total claims</b>   | <b><u>\$160,952.04</u></b> |

| * Footnotes to Claims: |  |         |                                  |
|------------------------|--|---------|----------------------------------|
| *1                     | Preapproved for automatic payment.   |         |                                  |
| *2                     | Two months contract services plus two months SLR services and new AeroMod programming. |         |                                  |
| *3                     | Contract services.   |         |                                  |
| <b>Note 1:</b>         | Receivable aging:  | Current | \$33,369.21                      |
|                        |  | 30 days | \$7,298.92                       |
|                        |  | 60 days | \$4,815.65                       |
|                        |  | 90+     | \$23,459.42                      |
|                        |  | Lien    | \$30,706.96                      |
|                        |  | Total   | \$99,650.16                      |
|                        |  |         | 4.8% (percent of annual revenue) |
| <b>Note 2:</b>         | The Treasurer recommends approval to pay all claims listed above.                      |         |                                  |

There were no questions regarding the Treasurer's Report.

Mr. McKenna informed the Board that 1<sup>st</sup> Source was offering an 11 month CD at 2.34%.

He added that the District made a USDA Loan Payment which takes the checking balance down a bit, so it is below the level he usually has for investing in another CD.

There was some discussion regarding liens, and Mr. <sup>McKenna</sup> Warnke pointed out they are under 5% of the ~~receivables~~ *ANNUAL REVENUE*.

Mr. Jackson made the motion to accept the Treasurer's Report as presented, Mr. Pisarek seconded, and upon vote by those attending, the motion was unanimously passed.

Under Asset Management, Mr. McKenna reported that we added the Swan Lake Dedication to our assets.

JPR's billing report included some discussion on liens.

Astbury's Report – there was no discussion. Mr. McKenna did inform the Board he had sent Tom Astbury an email regarding the contract.

The System Manager reported everything looks good and that he is waiting for the insurance paperwork to begin removing the trees.

The Building Manager reported that Peggy Shively cleans once a month, planning on the Sunday before the monthly meetings. Mr. Pisarek added that he feels confident she will do a good job.

Mr. Pisarek also reported that the snowplowing person is doing well.

For the Contract Manager, Mr. Jackson reported he is working with the insurance company regarding a blanket agreement for CWP.

Mr. Jackson also is interested in discovering what liability the District has for allowing the Conservancy District use of the building.

Mr. Jackson said he received a copy of the new Astbury contract late the night before, but he had not yet had time to read it. Our lawyer has not yet received a copy, and Mr. Pisarek added that he had not yet looked at it either. Mr. Fox told the Board he hasn't seen it yet. Mr. Fox said there are two portions to it, one is the legal side, and the other is the business side.

Mr. Pisarek suggested tabling the discussion until the March meeting. - Mr. McKenna had read it, saying it is basically a cost of living type increase being requested and that is in standing with what we currently have. He added that he feels it is just an extension of our current contract and does not feel it necessary to have it reviewed by the lawyer, in effort to be cost effective. Mr. Warnke asked if the contract had been reviewed by legal. He recommended that the contract be sent to Mr. Clevenger for review.

Mr. Fox said he would have Tom Astbury send the original legal portion to Mr. Jackson for his review.

Mr. Pisarek made the motion to table discussion on the Astbury Contract until March, so that everyone would have a chance to review it and decide if they want to send it to the lawyer for approval. Mr. Armstead seconded, and upon vote of those in attendance, the board unanimously approved.

For Key Administration, Mr. Pisarek said he needs to give Mr. Fox a few new keys, as one had been broken and another was weak. He gave the keys to Mr. Fox at the meeting.

For the P & P Committee, Mr. McKenna reminded everyone to fill out their Conflict of Interest Forms and turn them in to Ms. Bell.

There was nothing to report by Records Management.

There was nothing to report under Old Business.

Under New Business, Mr. Fox asked if Mr. McKenna had begun billing for Swan Lake. Mr. McKenna wants to work out how to make it more automatic to work out surcharges. Mr. Fox will try to create an Excel sheet with formulas in it to track this.

Mr. Fox also informed the Board that during the severe cold snap, he does not believe there were any non-compliance issues this year.

Mr. Pisarek asked Mr. Weber if there is a way to track if a pole barn has a bathroom. Mr. Warnke said we have an ordinance that covers this. Mr. Pisarek said he saw a permit that shows a bathroom. Mr. Warnke said in this case, it should be considered a new home, adding that it is a new connection, so it must go through inspection and the owner has to file for a connection with KLRSD. He said this is also known as a Gatehouse provision.

Mr. Warnke said the District needs to review the ordinance with the Planning and Zoning department in Knox, and that an occupancy permit is not issued. He added that the District has the authority to bill the property owners whether or not they hook into the system.

Mr. Warnke also said the Board needs to review our ordinance and what procedures need to be followed and to verify what process the District should follow. Mr. McKenna said the District needs to review how to handle permit requests for both counties.

Mr. Jackson nominated Mr. Warnke to work on gathering this information and Mr. McKenna suggested he work with Mr. Weber on this. Mr. McKenna suggested adding a manager for Ordinance Compliance. Mr. Warnke will look into the ordinances and procedures and report back to Mr. Weber.

Mr. Pisarek added that as the Koontz Lake Conservancy District moves forward, he expects to see a lot of construction going on around the lake, so the KLRSD needs to be prepared.

Mr. Fox told the Board that Astbury has put all data into their new Asset Management Program to better track the District's assets. He also added he had ordered more lids.

Mr. Warnke noted that some of the farmers are digging near the forced main in the Swan Lake area, so we should keep a watch on that.

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. Armstead motioned for the meeting to be adjourned, Mr. Pisarek seconded, and the February 19<sup>th</sup>, 2019 Regular Meeting of the Koontz Lake Regional Sewer District Board of Trustees was adjourned at approximately 7:15 p.m. local Central Time.

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

Respectfully submitted by Shelley K. Bell, KLRSD Bookkeeper

February 19th, 2019 KLRSD Regular Board Meeting Minutes approved by:

\_\_\_\_\_  
Michael McKenna

\_\_\_\_\_  
Gerald Weber

  
\_\_\_\_\_  
Ronald Armstead

  
\_\_\_\_\_  
Dan Pisarek

  
\_\_\_\_\_  
James Jackson

  
\_\_\_\_\_  
Kristy Wilsey

  
\_\_\_\_\_  
Paul Warnke