

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

April 16th, 2019

The April 16th, 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, Mike McKenna and Dan Pisarek. Also present was Dan Fox, of Astbury, Janette Surrisi, of Wyland, Humphrey, Clevenger & Surrisi, and Shelley Bell.

Mr. Jackson asked the Board if there were any additions or corrections with respect to the adoption of the April 16th, 2019 agenda as previously published. Mr. McKenna made the motion to accept the April 16th, 2019 agenda as presented, Mr. Armstead seconded, and upon vote, the Board unanimously approved.

Next, Mr. Jackson asked if there were any additions or corrections to the minutes for the March 19th, 2019 Board Meeting. Mr. McKenna requested correction of two items on page four. Mr. McKenna then made the motion to accept the March 19th, 2019 KLRSD Board Meeting Minutes with these two changes, Mr. Pisarek seconded, and upon vote, the Board unanimously approved.

Next, the meeting was opened to Janette Surrisi, of Wyland, Humphrey, Clevenger, & Surrisi for her presentation and discussion regarding Personal Liability for members of the Board and General Liability for a Municipal entity such as KLRSD.

Ms. Surrisi discussed how Board members can protect themselves by Official Action, Working as a Group, and Documentation.

Mr. Jackson asked about finding liability insurance and underwriters. Ms. Surrisi told him to call around to find out what other municipalities that have had claims feel about how they've been treated.

Ms. Surrisi stressed documentation of official actions, making motions and seconding them with everyone agreeing before entering into a contract.

Mr. Pisarek said he feels others who use the KLRSD administration building should have at least a small general liability policy.

All Board members present felt the presentation provided a lot of information to help Board Members feel more comfortable.

There was no report from the Nominations Committee.

Next, Mr. McKenna presented the Treasurer's Report. There were not questions and no discussion of the Treasurer's Report. Mr. McKenna made the motion to accept the Treasurer's Report as presented, Mr. Pisarek seconded, and upon vote, the Board unanimously approved.

KOONTZ LAKE REGIONAL SEWER DISTRICT			
TREASURERS REPORT	Page 1 of 1	April 16, 2019	
<u>CASH</u>			
1 st Source Bank Checking Account			
Balance as of February 28, 2019:			\$216,132.19
Checks, withdrawals, debits			-\$7,216.60
Service charges			-\$38.76
Deposits and credits			\$61,778.27
Interest earned			\$64.13
Statement balance as of March 31, 2019:			\$270,719.23
Checks written but not cleared			
		Available balance in checking:	<u>\$270,719.23</u>
		Certificates of Deposit:	<u>\$866,554.69</u>
		Total funds	\$1,137,273.92
<u>RECEIVABLES</u>			
Reported by JPR as of 4/12/2019			<u>\$107,827.94</u> (see Note 1)

***** Please see Treasurer's Report continued on next page *****

CLAIMS

The following invoices and claims are presented:

NIPSCO	CWP electric	\$4,014.44	*1
NIPSCO	CWP gas	\$92.74	*1
NIPSCO	CS grinder electric	\$1,391.98	*1
NIPSCO	OB gas & electric	\$156.10	*1
Republic Svcs	sludge hauling	\$1,289.16	*1
CenturyLink	Phone Svc	\$197.06	*1
Marshall County REMC	SLR electric	\$186.00	*1
Astbury Water Tech	Operater services	\$5,818.30	*2
Jones Petrie	billing services	\$3,600.00	*3
Jones Petrie	locate services	\$1,955.00	*3
Jones Petrie	engineering	\$1,072.50	*3
Jones Petrie	inspection services	\$467.50	*3
Jones Petrie	reimbursables	\$1,556.08	*3
Personnel Partners	staffing services	\$630.38	
Shelley Bell	bookkeeping expenses	\$27.48	
Starke County Treasurer	ditch tax	\$12.48	
WH&Clevenger	Q1 legal	\$1,640.00	
Peggy Shively	office cleaning	\$25.00	
Universal Security	office security service	\$135.00	
	Total claims	\$24,267.20	

*** Footnotes to Claims:**

- *1 Preapproved for automatic payment.
- *2 Contract services plus SLR services.
- *3 Contract services.

Note 1: Receivable aging:	Current	\$34,904.85	
	30 days	\$9,018.81	
	60 days	\$6,101.23	
	90+	\$11,843.78	
	Lien	\$45,959.27	7.2% (percent of annual revenue)
	Total	\$107,827.94	

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

Next was discussion of JPR’s Billing Report. Mr. McKenna informed the Board that he ran a spreadsheet on the numbers this month and Ms. Ransbottom, of JPR, noted non-connects and delinquent properties. They found that 13 of the properties account for 70% of delinquencies.

Mr. Jackson asked if the District can shut off access to the sewer system on delinquent properties, as a utility company may shut off power or water to a delinquent property. Mr. McKenna said that he isn’t sure the District can legally do this and morally and ethically, he does not feel it would be a good idea.

There was no discussion regarding JPR's Engineering Report.

Next was the Astbury Report. Mr. Jackson asked Mr. Fox to explain the paperwork in the report. Mr. Fox reported that Chain of Custody has to be attached. He goes to the Omni Site website to get flow rate numbers from Swan Lake to use for billing Swan Lake.

The Systems Manager reported everything was okay.

The Building Manager reported everything was okay.

When discussing Contracts, Mr. Jackson asked Mr. McKenna his comfort level with providing financial information of the District. Mr. McKenna said that the SBOA has all of the District's financial information and that it is available to the public, so there should be no problems with providing financial information if needed.

There was nothing to report for Key Control.

There was nothing to report for the P & P Committee.

There was nothing to report under Records Management.

There was no Old Business to discuss.

Under New Business, Mr. Jackson informed the Board that Mr. Warnke has taken a job with JPR to do inspections, but he will NOT be doing inspections or other work in our own KLRSD District. He asked if any Board Members felt there would be a conflict of interest. Mr. McKenna said he does not feel there is any conflict of interest at the moment, however, any discussion or decisions of business with JPR in future the Board would need to keep in mind Mr. Warnke's relationship with them and that Mr. Warnke should recuse himself from those discussions/decisions.

Mr. McKenna added that he had spoken with Mr. Jones of JPR, who assured him that Mr. Warnke will not have work in our District, to avoid any conflict of interest there.

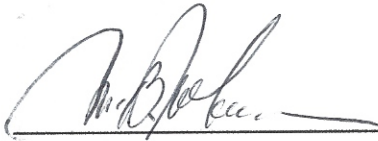
There were no members of the public present at the meeting who wished to speak.

There being no further business to come before the Board, Mr. Armstead motioned for the meeting to be adjourned, Mr. Pisarek seconded, and the April 16th, 2019 Regular Meeting of the Koontz Lake Regional Sewer District Board of Trustees was adjourned at approximately 6:45 p.m. local Central Time.

The next KLRSD Board Meeting is the Annual Board Meeting scheduled for May 21st, 2019 to begin at 5:30 pm CST.

Respectfully submitted by Shelley K. Bell, KLRSD Bookkeeper

April 16th, 2019 KLRSD Regular Board Meeting Minutes approved by:



Michael McKenna



Gerald Weber



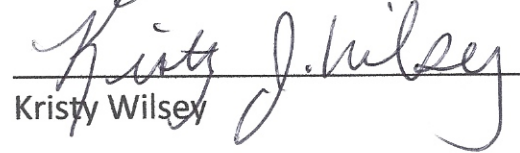
Ronald Armstead



Dan Pisarek



James Jackson



Kristy Wilsey

Paul Warnke
