

# 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

May 21<sup>st</sup>, 2019

The May 21<sup>st</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, Mike McKenna, Jerry Weber and Dan Pisarek. Also present was Shelley Bell. Mr. Paul Warnke arrived shortly after the meeting started.

*Agenda for the night was approved after motion by Mike 2nd by Mr. Armstead*  
Mr. Jackson asked the Board if there were any additions or corrections with respect to the adoption of ~~the~~ *the* ~~2019 Board Meeting~~ *Board*. Mr. McKenna then made the motion to accept the April 16<sup>th</sup>, 2019 KLRSD Board Meeting Minutes as presented, Mr. Pisarek seconded, and upon vote, the Board unanimously approved.

There was no report from the Nominations Committee.

Next, Mr. McKenna presented the Treasurer's Report. Mr. McKenna recommended moving \$50,000 into a CD investment and will ask for bids to receive the best return. He has thus far received a rate of 2.75 at 1<sup>st</sup> Source for 16 months. These funds are currently surplus checking account funds. Mr. McKenna made the motion to move \$50,000 into CD investments at the best rate, Mr. Weber seconded, and upon vote, the Board unanimously approved.

Mr. McKenna also informed the Board he had replaced the missing JPR checks that had never been received by JPR from February and March 2019.

The Treasurer's Report can be found on the following page:

**KOONTZ LAKE REGIONAL SEWER DISTRICT**

**TREASURERS REPORT**

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May 21, 2019

**CASH**

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

Balance as of March 31, 2019:	\$270,719.23
Checks, withdrawals, debits	-\$52,843.14
Service charges	-\$50.16
Deposits and credits	\$51,558.43
Interest earned	\$66.38
Statement balance as of April 30, 2019:	\$269,450.74
Checks written but not cleared	-\$8,706.04
Available balance in checking:	<u>\$260,744.70</u>
Certificates of Deposit:	<u>\$872,749.04</u>
<b>Total funds</b>	<b>\$1,133,493.74</b>

**RECEIVABLES**

Reported by JPR as of 5/17/2019

\$109,833.97 (see Note 1)

**CLAIMS**

The following invoices and claims are presented:

NIPSCO	CWP electric	\$3,922.04 *1
NIPSCO	CWP gas	\$71.74 *1
NIPSCO	CS grinder electric	\$1,362.04 *1
NIPSCO	OB gas & electric	\$131.41 *1
Republic Svcs	sludge hauling	\$2,839.82 *1
CenturyLink	Phone Svc	\$196.24 *1
Marshall County REMC	SLR electric	\$156.00 *1
Astbury Water Tech	Operater services	\$5,818.30 *2
Jones Petrie	billing services	\$4,245.70 *3
Jones Petrie	locate services	\$1,657.50 *3
Jones Petrie	engineering	\$906.25 *3
Jones Petrie	inspection services	\$717.40 *3
Jones Petrie	reimbursables	\$595.56 *3
Personnel Partners	staffing services	\$630.38
Shelley Bell	bookkeeping expenses	\$27.48
IUPPS	locate services	\$44.65
McKenna	supplies	\$94.76
Peggy Shively	office cleaning	\$25.00
Timberline Tree Svc	CWP tree removal	\$450.00
	<b>Total claims</b>	<u><b>\$23,892.27</b></u>

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

**\*Footnotes to Claims:**

\*1 Preapproved for automatic payment.

\*2 Contract services plus SLR services.

\*3 Contract services.

<b>Note 1:</b> Receivable aging:	Current	\$36,899.41	
	30 days	\$6,837.67	
	60 days	\$4,558.84	
	90+	\$15,578.78	
	Lien	\$45,959.27	7.2% (percent of annual revenue)
	Total	\$109,833.97	

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

**Note 3:** The Treasurer recommends investing \$50,000 of surplus checking account funds in another CD.

There was no report for Asset Management.

Next, the Board looked at JPR's Billing Report. Mr. McKenna told the Board the District should be receiving a lien closing check toward the end of the month.

Mr. Warnke asked if the District can create a tax sale for non-payment of the sewer bill. Mr. McKenna informed the Board that they could not.

Mr. McKenna also informed the Board he is looking into the tax sale that was in February. He said he has not received any information from the auditor or clerk yet, so he will be contacting the Sheriff next. This was for a tax sale in Starke County.

While discussing JPR's engineering report, Mr. Warnke added that Mr. Kenny Jones was still investigating options for the Pottawatomie site they are having issues with.

Mr. Warnke also noted there is a building permit on Anchor Drive for a knock-down/rebuild in Starke County. Mr. McKenna asked if there was a sewer permit.

There was nothing to discuss on Astbury's Report.

The System Manager had nothing to report other than that he is working on a screen coverage.

Under the Building Management Report, Mr. Pisarek questioned how many fire extinguishers are at the CWP and if they were being checked regularly. Mr. McKenna said that Approved Safety has been providing this service once a year. He asked Mr. Pisarek to contact them to set up the next inspection.

Next, Mr. Jackson passed out information on what coverage the District has and how much current insurance we have. He is also checking into possible new coverage. He also discussed how much of the grinder and lift station costs were covered as well as piping. Mr. Warnke asked if piping was covered in event of an earthquake and Mr. Jackson informed him it is not.

Mr. Warnke then asked why we are insuring piping. Mr. Jackson said that is the way the insurance company wants the policies to be.

Mr. Jackson will continue to look at other insurance companies, coverages, and rates. He also will be looking at coverage for Board Liability. He will see if there is a penalty for pulling out of the current contract early, if he finds a better coverage deal. He added he feels the current insurer is not very responsive as to why they had such a rate jump this last renewal.

There was nothing to report by Key Control.

There was nothing to report by P & P.

There was nothing to report for Records Management.

Under Old Business, Mr. McKenna discussed the Waiver Release and Covenant Not to Sue from Janette Surrisi. He will send copies out to Board Members for discussion next month.

Under New Business, Mr. McKenna told the Board that he had been contacted by Lake Magazine. They wanted information on how things got done with the sewer system around KLRSD. He talked to a reporter and told the Board the District may be mentioned in an upcoming article, possibly in June.

The Board also discussed that Slip Away Bay has a new lot owner planning to start building in October. This property will be needing a grinder.

Mr. McKenna also said there are four to five properties around the lake needing verification they get connected properly.

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. Warke motioned for the meeting to be adjourned, Mr. Weber seconded, and the May 21<sup>st</sup>, 2019 Regular Meeting of the Koontz Lake Regional Sewer District Board of Trustees was adjourned at approximately 6:15 p.m. local Central Time.

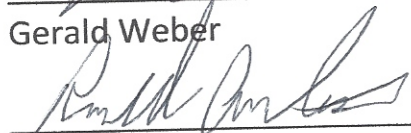
**The next KLRSD Board Meeting is the Annual Board Meeting scheduled for June 18th, 2019 to begin at 5:30 pm CST.**


Respectfully submitted by Shelley K. Bell, KLRSD Bookkeeper

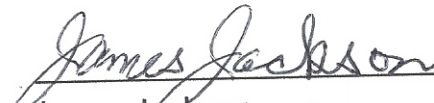
May 21<sup>st</sup>, 2019 KLRSD Regular Board Meeting Minutes approved by:

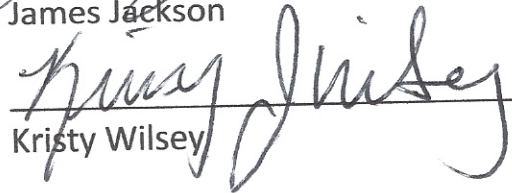
  
Michael McKenna

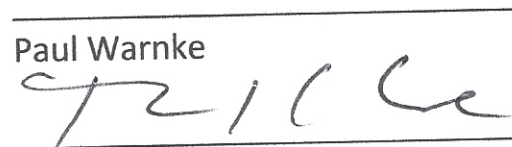
  
Gerald Weber

  
Ronald Armstead

  
Dan Pisarek

  
James Jackson

  
Kristy Wilsey

  
Paul Warnke