

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

June 18th, 2019

The June 18th, 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, Paul Warnke, Jerry Weber and Dan Pisarek. Also present were Steve Kelly of Universal Security, Dan Fox of Astbury, and Shelley Bell.

Mr. Jackson asked the Board if there were any additions or corrections with respect to the adoption of the June 18th, 2019 Board Meeting Agenda. Mr. McKenna made the motion to adopt the June 18th, 2019 Board Meeting Agenda as presented, Mr. Pisarek seconded, and upon vote, the Board unanimously approved.

Next, Mr. Jackson asked if there were any additions or corrections to the May 21st, 2019 KLRSD Board Meeting Minutes. Mr. McKenna noted that the portion usually reserved for approval of the Agenda had been omitted from the Minutes. Motion was made to add "The Agenda for the May 21st, 2019 KLRSD Board Meeting was approved after the motion made by Mr. McKenna and seconded by Mr. Armstead." Mr. McKenna then made the motion to accept the May 21st, 2019 KLRSD Board Meeting Minutes with this correction, Mr. Pisarek seconded, and upon vote, the Board unanimously approved.

Next, the meeting was turned over to Steve Kelly of Universal Security.

Mr. Pisarek explained that there had been an issue with one of the groups using the building but they had not set the alarm before leaving it. He wanted to know if there could be another way to be sure the alarm is set.

Mr. Kelly gave the Board several different options that could be used for security on the premises. The Board discussed these options as well as setting policy for handling of false alarms. Mr. McKenna felt that if a group/person sets off a false alarm twice, then their/his/her privileges and access should be taken away.

There was no report from the Nominations Committee.

Next, Mr. McKenna presented the Treasurer's Report. Mr. McKenna reported that the Receivables were not up to date on the Treasurer's Report as he received his report late.

Mr. Weber asked if the County will let us know when property taxes have been paid on properties we have a lien on. Mr. McKenna told the Board that the District's share is recorded by the County, who will tell us if/when payments have been made. He also noted that he and Jennifer Ransbottom of JPR Billing, will continue to chip away at the liens.

There being no further discussion of the Treasurer's Report, Mr. McKenna made the motion to approve the Treasurer's Report, Mr. Warnke seconded, and the Board unanimously voted approval.

KOONTZ LAKE REGIONAL SEWER DISTRICT			
TREASURERS REPORT	Page 1 of 1		June 18, 2019
<u>CASH</u>			
1 st Source Bank Checking Account			
	Balance as of April 30, 2019:		\$269,450.74
	Checks, withdrawals, debits		-\$38,918.42
	Service charges		-\$42.46
	Deposits and credits		\$54,236.23
	Interest earned		\$73.91
	Statement balance as of May 31, 2019:		\$284,800.00
	Checks written but not cleared		-\$8,651.08
	Available balance in checking:		<u>\$276,148.92</u>
	Certificates of Deposit:		<u>\$875,817.22</u>
	Total funds		\$1,151,966.14
<u>RECEIVABLES</u>			
	Reported by JPR as of 5/17/2019		\$109,833.97 (see Note 1)

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

CLAIMS

The following invoices and claims are presented:

NIPSCO	CWP electric	\$3,865.01	*1
NIPSCO	CWP gas	\$71.32	*1
NIPSCO	CS grinder electric	\$1,346.23	*1
NIPSCO	OB gas & electric	\$109.50	*1
Republic Svcs	sludge hauling	\$1,337.28	*1
CenturyLink	Phone Svc	\$196.42	*1
Marshall County REMC	SLR electric	\$171.00	*1
Astbury Water Tech	Operater services	\$5,818.30	*2
Jones Petrie	billing services	\$3,600.00	*3
Jones Petrie	locate services	\$2,065.00	*3
Jones Petrie	engineering	\$218.75	*3
Jones Petrie	inspection services	\$0.00	*3
Jones Petrie	reimbursables	\$0.00	*3
Personnel Partners	staffing services	\$630.38	
Shelley Bell	bookkeeping expenses	\$27.48	
KLA	garbage services	\$390.00	
Peggy Shively	office cleaning	\$25.00	
	Total claims	\$19,871.67	

*** Footnotes to Claims:**

*1 Preapproved for automatic payment.

*2 Contract services plus SLR services.

*3 Contract services.

Note 1: 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	

No report received this month but we have rec'd notification from the counties of \$12,791.83 payment.

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

There was no report for Asset Management.

There was no discussion regarding JPR's Billing Report.

During discussion of JPR's Engineering Report, Mr. Warnke informed the Board that he received an email for the work needed at a grinder station on Pottawatomie giving an estimated cost of \$19,200 for the work. This grinder station is about nine feet below lake level and approximately 30 feet from the lake. He added that the District had only received one bid for the work, from Selge Construction. Selge estimates the work would take a couple of days to fix.

Mr. Fox discussed possibilities and potential problems, as well as what may be expected to correct this situation.

Mr. McKenna made the motion to approve JPS's proposal to repair the grinder station on Pottawatomie, Mr. Weber seconded, and the Board unanimously approved, with Mr. Warnke abstaining from voting.

Next, reporting for Astbury, Mr. Fox said the storms have given the CWP some issues. He added that the software was sometimes out of sync, but he's working with Aeromod to correct this situation. He also believes that there had been some power surges causing these problems.

Mr. Fox noted that the CWP has been having more sludge than usual. Mr. Warnke asked if there was any indication of people running sump pumps into the sewer lines. Mr. Fox reported that there had been no significant increase in flow during the recent rainy weather.

Mr. Fox also reported that he is checking into options for the manholes on the streets that some residents have complained about. Mr. Warnke said he also has issues with them. Mr. McKenna wanted to know if the County was responsible for fixing the problems caused by the repaving. Mr. Fox said he would look into the situation and see what options there are to fix these problems.

There was nothing to report by the System Manager. Mr. Armstead did tell the Board there were 5 pumps needing repairs and that one had to be trashed.

There was no report by the Building Manager.

Mr. Weber asked if anyone was keeping spreadsheets or other records of the pumps. Mr. Fox told the Board that most equipment at the CWP is now on their software, so there is an annual query on everything.

For Contract Administration, Mr. Jackson reported that he is looking different insurance companies and comparing coverages and pricing. He reported that Cincinnati Insurance has a comparable policy for less, but that Astra would require a fee of \$600 to break our contract with them early. He felt that perhaps this should be tabled for now, since the pricing was fairly close, although Cincinnati has a one-year renewable with a three-year lock of premium pricing.

Mr. Warnke said he felt paying the penalty would be worth it to lock in better pricing for three years.

Astbury recommends Cincinnati as an insurer.

Mr. McKenna also voiced his favor of making the change.

Mr. Warnke made the motion to move from Astra Insurance to Cincinnati Insurance, including paying the penalty of the early cancellation of policy with Astra. Mr. McKenna seconded this motion, and upon vote, the Board unanimously approved.

Mr. McKenna also made the motion to ratify the signing of the Contract with Astbury in April 2019, which was signed by Dan Pisarek and Jim Jackson. Ms. Wilsey seconded this motion, and upon vote, the Board unanimously approved.

The Key Control Report included the news that the master key for the Lion's storage area door needed to be found.

The P & P Committee had nothing to report.

There was nothing to report by Records Management.

Under Old Business, Mr. McKenna discussed the Waiver Document produced by our attorney. He has this document.

There was no New Business to discuss.

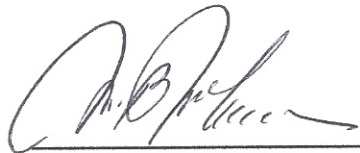
There were no members of the public present at the meeting who wished to speak.

There being no further business to come before the Board, Ms. Wilsey motioned for the meeting to be adjourned, Mr. Pisarek seconded, and the June 18th, 2019 Regular Meeting of the Koontz Lake Regional Sewer District Board of Trustees was adjourned at approximately 7:00p.m. local Central Time.


The next KLRSD Board Meeting is the ^{Regular} Annual Board Meeting scheduled for July 16th, 2019 to begin at 5:30 pm CST.

Respectfully submitted by Shelley K. Bell, KLRSD Bookkeeper

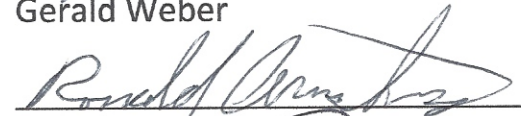
June 18th, 2019 KLRSD Regular Board Meeting Minutes approved by:



Michael McKenna



Gerald Weber



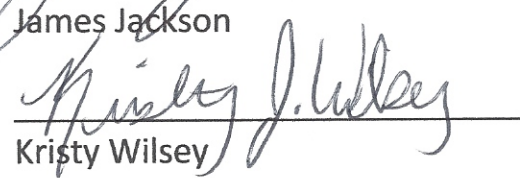
Ronald Armstead



Dan Pisarek



James Jackson



Kristy Wilsey

Paul Warnke

