

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

July 16th, 2019

The July 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, Paul Warnke, Jerry Weber and Dan Pisarek. Also present were Bob Aloï and Shelley Bell.

Mr. Jackson asked the Board if there were any additions or corrections with respect to the adoption of the July 16th, 2019 Agenda. Mr. McKenna made the motion to approve the agenda, Mr. Weber seconded, and upon vote, the Board unanimously approved.

Next, Mr. Jackson asked if there were any additions or corrections to the June 18th, 2019 KLRSD Board Meeting Minutes. Mr. Warnke noted that the last page erroneously stated the next meeting, of July, would be the Annual Board Meeting. Mr. Warnke made the motion to approve the Minutes with this correction, from "Annual" to "Regular", Mr. McKenna 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. Warnke asked what the previous rate study had cost. Mr. McKenna said it was about \$3,500, but that RCAP can give assistance to us for us to do our own rate study. Mr. Warnke asked if we should look at doing a rate study. Mr. McKenna reminded the Board that the Treasurer's Report is only a snapshot of this point in time.

See Treasurer's Report next page following:

KOONTZ LAKE REGIONAL SEWER DISTRICT

TREASURERS REPORT

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July 16, 2019

CASH

1st Source Bank Checking Account

Balance as of May 31, 2019:	\$284,800.00
Checks, withdrawals, debits	-\$70,876.13
Service charges	-\$41.89
Deposits and credits	\$74,035.98
Interest earned	\$75.56
Statement balance as of June 30, 2019:	\$287,993.52
Checks written but not cleared	-\$417.48
Available balance in checking:	<u>\$287,576.04</u>
Certificates of Deposit:	<u>\$925,817.22</u>
Total funds	\$1,213,393.26

RECEIVABLES

Reported by JPR as of 5/17/2019

\$97,201.07 (see Note 1)

CLAIMS

The following invoices and claims are presented:

NIPSCO	CWP electric	\$4,553.29 *1
NIPSCO	CWP gas	\$66.96 *1
NIPSCO	CS grinder electric	\$1,842.68 *1
NIPSCO	OB gas & electric	\$123.26 *1
Republic Svcs	sludge hauling	\$2,659.50 *1
CenturyLink	Phone Svc	\$196.42 *1
Marshall County REMC	SLR electric	\$199.00 *1
USDA	loan payment	\$123,090.00 *1
Astbury Water Tech	Operater services	\$31,157.41 *2
Jones Petrie	billing services	\$3,600.00 *3
Jones Petrie	locate services	\$2,380.00 *3
Jones Petrie	engineering	\$437.50 *3
Jones Petrie	inspection services	\$0.00 *3
Jones Petrie	reimbursables	\$2,054.60 *3
Personnel Partners	staffing services	\$630.38
Shelley Bell	bookkeeping expenses	\$27.48
Universal Security	office security svc	\$135.00
Peggy Shively	office cleaning	\$25.00
USPS	PO box rental	\$76.00
WH & Clevenger	legal svc	\$1,195.00
Board Compensation	claim	\$1,323.00
	Total claims	<u>\$175,772.48</u>

Treasurer's Report continued on following page:

* Footnotes to Claims:

*1 Preapproved for automatic payment.

*2 Contract services plus SLR services plus numerous repairs and supplies.

*3 Contract services.

Note 1: Receivable aging:	Current	\$38,674.41	
	30 days	\$8,140.24	
	60 days	\$5,596.48	
	90+	\$22,202.24	
	Lien	\$22,587.70	3.5% (percent of annual revenue)
	Total	\$97,201.07	

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

Mr. McKenna also added that we currently have six months of Swan Lake Revenue that is going to the KLRSB rather than the Swan Lake Fund.

Mr. Warnke noted the operating budget is at 1.17. Mr. McKenna said he would like the Operating Rate to be around 1.253

Mr. McKenna added that he feels we are currently doing pretty well and do not need a rate study in the near future. He will do an analysis of the Budget and actual expenses because of the addition of Swan Lake.

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

There was no report for Asset Management, however, Mr. McKenna recommended someone get together with Dan Fox of Astbury regarding Astbury's Asset Management System.

Mr. Warnke said he would contact Mr. Fox about the program and see what we can use from it.

Next was discussion regarding JPR's Billing Report. On the last page of the report, Utility Billing Software was noted. JPR is asking the District to approve a one-time payment of \$2,000 and then \$140/month which is the Koontz Lake portion of the annual maintenance fee. Mr. McKenna explained that the \$2000 was more of a cost-sharing than the actual price of the software.

Mr. Weber asked why the District should be buying part of the system. Mr. McKenna stated that the District either needs to get on board with the cost-sharing of the new system, or find another business system.

Mr. Warnke was told that the SBOA audit was about \$8,000 annually. He asked if this new system would help bring down the cost of the SBOA audit.

Mr. McKenna recommended investing in the new software of JPR.

Mr. McKenna made the motion to accept the proposed software upgrade costs as presented by JPR, Mr. Jackson seconded, and upon vote, the Board unanimously approved.

Next, the meeting was turned over to Bob Aloï, who had requested addressing the Board regarding the Stellar Communities Program. He explained that KLA asked for his help in getting grant money for a new community building. Mr. Aloï told the Board that by getting a Stellar Community designation, a community moves to the top of the list to get state funding.

Mr. Aloï is looking for letters of commitment to match funding dollars. Certain amounts need to be 50/50, but not all. He added that KLA has committed to \$1,000 for Stellar Committee.

Mr. Warnke asked whether the District can legally contribute, and what any limit may be.

Mr. Warnke made the motion to contact our lawyer regarding the legal ability to contribute to the Stellar Program, including questions such as:

- Can we contribute?
- Should we contribute?
- At what level should we contribute?

Mr. Aloï said submission needs to be done by November.

Mr. McKenna said that if the District is able to contribute as advised by counsel, the Board can discuss it at the next meeting.

Next on the Agenda was the Astbury Report. Mr. Warnke and Mr. Jackson both felt the District is looking good.

The System Manager reported everything was good.

For Building Management, Mr. Pisarek said he would follow up with Steve Kelly regarding security.

There was nothing to report by the Contract Administrator.

There was no Key Control report.

There was no P & P report.

There was not Records Management Report.

Under Old Business, Mr. Warnke informed the Board that they will be marking locations of problem manholes in the road pavement to service Relief Valve covers.

There was no New Business to discuss.

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

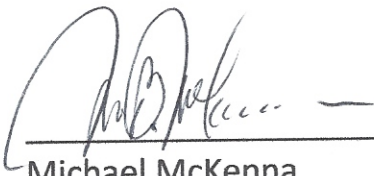
Mr. McKenna reminded the Board that next month is the Annual Board Meeting.

There being no further business to come before the Board, Mr. McKenna motioned for the meeting to be adjourned, Mr. Warnke seconded, and the July 16th, 2019 Regular Meeting of the Koontz Lake Regional Sewer District Board of Trustees was adjourned at approximately 6:40 p.m. local Central Time.

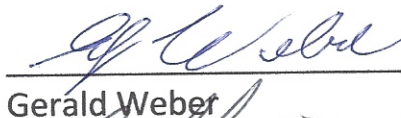
The next KLRSD Board Meeting is the Annual Board Meeting scheduled for August 20th, 2019 to begin at 5:30 pm CST.

Respectfully submitted by Shelley K. Bell, KLRSD Bookkeeper

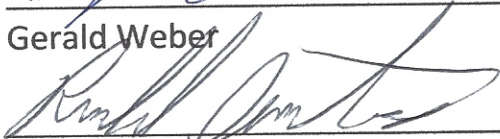
July 16th, 2019 KLRSD Regular Board Meeting Minutes approved by:



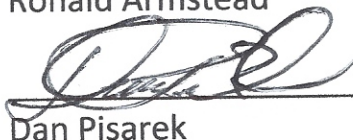
Michael McKenna



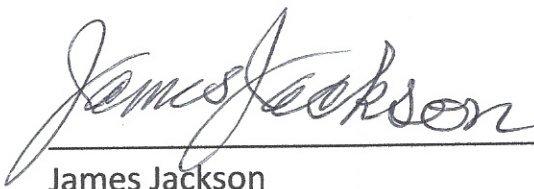
Gerald Weber



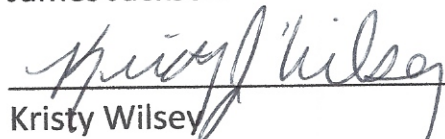
Ronald Armstead



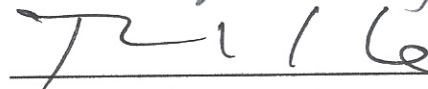
Dan Pisarek



James Jackson



Kristy Wilsey



Paul Warnke

