

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 18th, 2025

The February 18th, 2025 Regular meeting of the Board of Trustees of the Koontz Lake Regional Sewer District was held at 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 Jeff Jarnecke. Other board members present were: Kristy Wilsey, Heather Harty, Paul Warnke and Ron Armstead. Board members Steve Giese attended by teleconference. Also attending were Dan Fox of Astbury, Shelley Bell and Ben Robbins.

Mr. Jarnecke asked the Board if there were any additions or corrections with respect to the adoption of the February 18th, 2025 Agenda as previously published. Ms. Harty made the motion to accept the agenda as presented, Ms. Wilsey seconded, and upon roll call vote, the Board unanimously approved the Agenda.

Next on the Agenda was the reading of the January 21st, 2025 Minutes. Mr. Jarnecke asked if there were any additions or corrections to the Minutes. Ms. Harty made the motion to accept the Minutes as presented, Mr. Giese seconded and upon polled vote, the Board unanimously approved.

Knowing there was a member of the community who wished to speak, Mr. Jarnecke opened the meeting to allow this member of the public to speak to the Board.

Mr. Ben Robbins explained his situation to the Board regarding property he inherited. He is trying to get everything taken care of and asked the Board for guidance and information regarding connecting to the sewer and what he needed to do to be in compliance.

3/16/25

Mr. Warnke has been in contact with Mr. Robbins and will continue to help him through the process. He explained the procedures and what needs to be done and will provide Mr. Robbins with some names of local contractors familiar with our system and the needs to comply.

Mr. Robbins then was released from the rest of the meeting with the assurance Mr. Warnke would be in contact with him and that the Board will help guide him through what needs to be done.

Next, the meeting moved to the Nomination Committee, which had nothing new to report.

Next was the Treasurer's Report:

Treasurer's Report on next page.

KOONTZ LAKE REGIONAL SEWER DISTRICT

TREASURERS REPORT

Page 1 of 1

February 18, 2025

CASH

1 st Source Bank Checking Account	
Balance as of December 31, 2024:	\$274,258.65
Checks, withdrawals, debits	-\$47,051.03
Service charges	-\$49.66
Deposits and credits	\$51,066.75
Interest earned	\$460.83
Statement balance as of January 31, 2025:	\$278,685.54
Checks written but not cleared	\$0.00
Available balance in checking:	<u>\$278,685.54</u>
Certificates of Deposit:	<u>\$1,154,602.13</u>
Total funds	\$1,433,287.67

RECEIVABLES

Reported by JPR as of 12/16/2024	<u>\$84,034.02</u> (see Note 1)
----------------------------------	--

CLAIMS

The following invoices and claims are presented:

NIPSCO	gas cwp	\$139.81 *1
NIPSCO	elec cwp	\$6,875.52 *1
NIPSCO	Admn Bldg	\$225.67 *1
NIPSCO	grinders	\$735.48 *1
Republic Services		\$0.00 *1
Brightspeed		\$219.43 *1
Marshall Co REMC		\$225.00 *1
Baker Tilly		\$3,352.50 *4
First Source		\$49.66 *1
Astbury		\$36,665.71
JPR		\$0.00
Personnel Partners		\$1,480.50
Bill.com		\$122.52 *1
IUPPS		\$0.00
USDA		\$123,495.00 *1
Lawrence Lawn		\$298.00
IDEM		\$0.00
K Wilsey		\$0.00
Jerry Weber		\$0.00
R Armstead		\$0.00
H Hartly		\$0.00
Jessie Markin	cleaning services	\$0.00
Total claims		<u>\$173,884.80</u>

* Footnotes to Claims:

- *1 Preapproved for automatic payment.
- *2 Debit Card
- *3 Contract services plus SLR services, numerous service calls and repairs.
- *4 Contract services.

Note 1: Receivable aging:

Current	\$37,851.46
30 days	\$6,383.98
60 days	\$4,152.51
90+	\$12,335.16
Lien	\$23,310.91
Total	<u>\$84,034.02</u>

3.2% (percent of annual revenue)

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

Ms. Harty reported that last month's deposits were about half what was usually deposited.

Ms. Harty and Mr. Jarnecke are still working with Astbury and Bakertilly to get things organized.

There being no further questions or discussions of the Treasurer's Report, Ms. Harty motioned to approve the Treasurer's Report as presented, Mr. Armstead seconded and upon polled vote, the Board unanimously approved.

For Asset Management, Mr. Jarnecke discussed the grinder situation telling the Board he is working on updating the grinder location spreadsheet. He added that approximately 10% of the grinders are new and is considering purchasing 50 grinders with 10 panels. He would like to look at a long term capital grinder purchase plan. He also said that Covalen hasn't raised prices but we need to watch our cash flow.

Next month, Mr. Jarnecke would like to discuss repairs, cash flows and reserves, and the grinder sheet.

Mr. Fox told the Board that panels are approximately \$300 and grinders are approximately \$3,000 but we can save about \$200 if we order 50 at a time.

Mr. Jarnecke said he would like a plan in place before we order the next batch.

For Billing, Astbury has been doing a good job. There have been few questions.

Bills should go out mid-month and be due the end of the month. Mr. Jarnecke will check the timing of bills going out and when the payments are due.

Mr. Jarnecke said he sent out an omnibus for all Astbury Services.

Mr. Armstead made the motion to accept, Ms. Harty seconded and upon polled vote, the Board unanimously approved.

For the CWP, Astbury reported the plant is running well. Mr. Fox told the Board that the air dryer was having issues and he requested approval to purchase a new air dryer which would cost approximately \$3,200.

The motion to approve Mr. Fox to purchase a new air dryer NTE \$3,500 was made by Mr. Warnke, with Ms. Harty seconding and upon polled vote, the Board unanimously approved.

3/16/25

Mr. Fox told the Board that the sewage ejector pump for the bathroom was replaced. He also said the rubber connectors on the aerators needs to be replaced.

Mr. Fox said the locate crew seems to be working out well.

Mr. Warnke said he has been in contact with Selge regarding the lids.

There was discussion about the engineering issue with the grinder on Pottawotomie where groundwater is causing extra pump usage. Estimates have been received from Hill (\$12,500) and Haskins (\$30,000) construction companies.

A duplex grinder tank will need to be purchased with the grinder station being approximately \$10,000 to \$12,000. Mr. Fox will get a firm price from Covalen.

A motion to approve the project be awarded to Hill Construction and purchase of the grinder station was made by Mr. Armstead with Ms. Wilsey seconding. Upon polled vote, the Board unanimously approved.

For Engineering, it was noted that the contract with JPR expired at the end of the year of 2024. Mr. Warnke will check with JPR to see how they would be open to going forward with Engineering Services.

The System Manager reported things are looking good.

The Building Manager said the building looked clean.

For snow removal, Mr. Chris Lawrence of Lawrence Lawn Care has been doing a good job.

The Website manager reported removing personal emails from the website. She will add Board Members' terms on the website. She will also put FAQ's with Astbury on the website.

There was not Compliance Report.

There was no Contracts Report.

Mr. Jarnecke said the Board is setting up a Google Drive for all Board members to access things like Contracts, Minutes, etc.

The Key Control said everyone is responding quickly

There was no P & P reporte

There was nothing reported by Records.

3/16/25

There was no Old Business to discuss.

There was nothing to discuss under New Business.

There being no further business to come before the Board, Mr. Warnke made the motion to adjourn the meeting, Mr. Armstead seconded, and upon polled vote, the Board unanimously approved and Mr. Jarnecke adjourned the January 21st, 2025 Regular Meeting of the Koontz Lake Regional Sewer District Board of Trustees at approximately 6:45 p.m.

Respectfully submitted by Shelley K. Bell, KLRSD Bookkeeper

February 18th, 2025 KLRSD Regular Board Meeting Minutes approved by:

Steve Giese

Kristy Wilsey

Gerald Weber

Paul Warnke

Ronald Armstead

Jeff Jarnecke

Heather Harty