

# KOONTZ LAKE REGIONAL SEWER DISTRICT

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P.O. Box 204  
Walkerton, IN 46574

## MINUTES OF REGULAR MEETING OF BOARD OF TRUSTEES OF KOONTZ LAKE REGIONAL SEWER DISTRICT

November 18th, 2025

The November 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, who attended via teleconference. Other board members present were: Kristy Wilsey, Heather Harty, Steve Giese and Ron Armstead. Also attending was Shelley Bell.

Mr. Jarnecke asked the Board if there were any additions or corrections with respect to the adoption of the November 18th, 2025. Ms. Giese 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 October 21st, 2025 Minutes. Mr. Jarnecke asked if there were any additions or corrections to the Minutes. Mr. Armstead made the motion to accept the Minutes as presented, Ms. Harty seconded and upon polled vote, the Board unanimously approved.

The Nominating Committee notified the Board that Paul Warnke has indicated he is resigning, but will stay on until a replacement Board Member can be found for his position.

Next was the Provisional Treasurer's Report:

Treasurer's Report continued on following page.

**KOONTZ LAKE REGIONAL SEWER DISTRICT**

**TREASURERS REPORT**

**Page 1 of 1**

**November 18, 2025**

**CASH**

1 <sup>st</sup> Source Bank Checking Account	
Balance as of September 30, 2025:	
Checks, withdrawals, debits	\$174,959.44
Service charges	-\$83,332.94
Deposits and credits	-\$51.55
Interest earned	\$58,942.68
	\$402.60
Statement balance as of October 31, 2025:	<hr/> \$150,920.23
Checks written but not cleared	\$0.00
Available balance in checking:	<b>\$150,920.23</b>
Certificates of Deposit:	<b>\$1,166,863.29</b>
Total funds	<b>\$1,317,783.52</b>

**RECEIVABLES**

Reported by Astbury as of 9/30/25

**\$18,785.66** (see Note 1)

**CLAIMS**

The following invoices and claims are presented:

NIPSCO	gas cwp	\$77.83 *1
NIPSCO	elec cwp	\$6,091.45 *1
NIPSCO	Admn Bldg	\$216.47 *1
NIPSCO	grinders	\$794.64 *1
Brightspeed		\$274.15 *1
Marshall Co REMC		\$258.00 *1
First Source		\$51.55 *1
Astbury		\$23,197.79
Personnel Partners		\$740.25
Bill.com		\$109.73 *1
DropBox		\$119.88 *1
JPR		\$350.00
H Harty		\$108.99
J Mattern		\$54.00
J Pruski		\$86.80
Jerry Weber		\$69.39
	Total claims	<hr/> <b>\$32,600.92</b>

**\* 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:

0-30 days	\$8,409.68
31-60 days	\$2,489.53
61-90 days	-\$1,908.25
91-120 days	\$7,408.32
121+ days	\$1,936.38
Liens	\$450.00
Total	<b>\$18,785.66</b>

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

Ms. Harty reported that the CD's were up approximately \$2,000 from the previous month. We also received numerous invoices from Astbury, including E-Ones for the entire year, which were not previously billed for. She also told the Board the bank account is a little lower due to the USDA payment.

Ms. Harty is still working with Astbury regarding the liens numbers.

The District is still operating at a deficit, just shy of breaking even.

Baker Tilly charges had gone over the contract agreement amount, so there were no charges this month and we should be receiving a \$10,000 credit from them.

There being no further discussion, Ms. Harty made the motion to approve and pay all November 2025 bills and Mr. Giese seconded the motion. Upon polled vote, the Board unanimously approved.

Ms. Harty then said the Budget for 2026 is set for \$791,000 Budget with \$754,800 Revenue, slightly under breaking even. This gives us a 95% Operating Ratio.

Mr. Jarnecke commented that we've been pretty conservative in our Budget, have had a good number of repairs this year, we're looking at an aging system, and have experienced power charge increases as well as sludge disposal charges increases. He believes we are prepared for this situation. The 2026 Budget Proposal will need to be submitted to the USDA in December.

Ms. Harty also let the Board know she's changed the CD strategy with FDIC liability. She is using a new program to spread out CDs with more banks to choose from.

There being no further discussion regarding the 2026 Proposed Budget, Mr. Giese made the motion to accept the 2026 Budget as presented, Ms. Wilsey seconded, and upon a polled vote, it was unanimously approved.

Asset Management had nothing to report.

For Astbury billing, Ms. Harty said she is working with them to clean up a few accounts as well as doing a quick audit on charges.

Mr. Jarnecke and Ms. Harty will work together on getting a better number on what liens we have open.

For Astbury Engineering, there are 2 projects where JPR is working with the homeowners on a per fee basis for services.

For Astbury Operating – Ms. Harty asked how the Board is notified of new construction. Mr. Jarnecke explained that Starke County emails him the application and he will approve it unless there is an outstanding lien. Mr. Jarnecke will then notify Astbury and JPR of any new construction, demolition, rebuilding, inspections needed, etc. He estimates there are usually 12 to 20 per year around the lake.

Ms. Harty said if we can get the billing piece to outline what EDUs may be on builds/adds, etc. it would help. Mr. Jarnecke will make sure to notify Kevin in billing at Astbury.

Ms. Harty noted there were two refunds to individuals who had moved out and had credits on their accounts.

For System Management, Mr. Armstead said the CWP had been cleaned up really well. There are 49 pumps ready to go with some pumps on trucks. A lot of junk pumps have been gotten rid of.

For Building Management, Mr. Jarnecke said Jessie Markin has been out to the building to clean.

There was no website report.

For Compliance, there was no report

Contract Reporting noted that the contract with BakerTilly and the Not To Exceed stipulation is up at 12/31/2025.

For P & P, there was nothing to report

There was nothing to report by Records Management. Ms. Harty did tell the Board we will be moving to Google Drive in the next year, to make documents more easily available. She will look into getting a Business Account instead of all users needing to be responsible for their own accounts and renewals.

There was nothing to discuss under Old Business.

There was nothing to discuss under New Business.

There being no further business to come before the Board, Ms. Harty motioned to adjourn the meeting, Ms. Wilsey seconded, and upon polled vote, the Board voted to adjourn. Mr. Jarnecke adjourned the November 18th, 2025 Regular Meeting of the Koontz Lake Regional Sewer District Board of Trustees.

Respectfully submitted by Shelley K. Bell, KLRSD Bookkeeper

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

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Steve Giese

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Gerald Weber

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Ronald Armstead

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Heather Harty

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Kristy Wilsey

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Paul Warnke

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Jeff Jarnecke

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