

# 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

December 16th, 2025

The December 16<sup>th</sup>, 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, 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 December 16<sup>th</sup>, 2025. 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 November 18th, 2025 Minutes. Mr. Jarnecke asked if there were any additions or corrections to the Minutes. Ms. Wilsey made the motion to accept the Minutes as presented, Mr. Amrstead seconded and upon polled vote, the Board unanimously approved.

The Nominating Committee had nothing new to report and continue looking for a replacement for Paul Warnke.

Next was the Provisional Treasurer's Report:

There are three CD's that came due (will show on next month's financials).

Mr. Jarnecke said Starke County should be sending us a liens check.

Bill.com was added to the APR.

Treasurer's Report continued on following page.

NOTE: Please note that the Treasurer's Report below should have the date of: **December 16, 2025**.

**KOONTZ LAKE REGIONAL SEWER DISTRICT**

**TREASURERS REPORT**

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**November 18, 2025**

**CASH**

1 <sup>st</sup> Source Bank Checking Account	
Balance as of October 31, 2025:	\$150,920.23
Checks, withdrawals, debits	-\$32,504.49
Service charges	-\$51.82
Deposits and credits	\$59,367.30
Interest earned	\$329.41
Statement balance as of November 30, 2025:	\$178,060.63
Checks written but not cleared	\$0.00
Available balance in checking:	<b>\$178,060.63</b>
Certificates of Deposit:	<b>\$1,166,863.29</b>
Total funds	<b>\$1,344,923.92</b>

**RECEIVABLES**

Reported by Astbury as of 11/19/25

**\$42,685.48** (see Note 1)

**CLAIMS**

The following invoices and claims are presented:

NIPSCO	gas cwp	\$104.06 *1
NIPSCO	elec cwp	\$6,458.51 *1
NIPSCO	Admn Bldg	\$235.03 *1
NIPSCO	grinders	\$815.30 *1
Brightspeed		\$274.15 *1
Marshall Co REMC		\$223.00 *1
First Source		\$51.82 *1
Astbury		\$26,016.86
Lawrence Landscape		\$450.00
Personnel Partners		\$740.25
JPR		\$2,100.00
	Total claims	<b>\$37,468.98</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	\$42,383.40
	31-60 days	\$3,581.43
	61-90 days	\$312.66
	91-120 days	-\$328.09
	121+ days	-\$2,598.45
	Lens	-\$665.47
	Total	<b>\$42,685.48</b>

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

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

Asset Management had nothing to report.

For Astbury billing, Ms. Harty said she has reconciled approximately \$42,000 in Receivables and is feeling a lot better with it.

Mr. Jarnecke added that he is auditing billing to compare with the contract.

Ms. Harty is going to check on how to OPT OUT of mailed invoices that are on Auto Pay.

For Astbury Engineering, Kenny Jones has been working on a couple of potential renovations; one being a knock down and the other an addition.

For Astbury Operating – The district was over on Nitrogen and Ammonia one week (per IDEM) due to the blower going off line. Plant utilization is lower because of the seasonal usage.

For System Management, Mr. Armstead said the CWP had been cleaned up really well and organized.

For Building Management, Mr. Lawrence has been doing a good job with snow removal at the Administration Building and the CWP.

Mr. Jarnecke said that after the first of the year, we might look into doing something about the floor in the Administration Building. He is beginning to consider options.

The Website has been updated for winter.

For Compliance, there was no report

Contract Reporting said that Baker Tilly should be providing us something. Also updating the contract for Astbury Locates if needed.

For P & P, there was nothing to report

There was nothing to report by Records Management.

There was nothing to discuss under Old Business.

There was nothing to discuss under New Business. January 2026 will begin the Annual Meetings being held in January each year. It was decided to move to this because it would be easier to follow the calendar year and reporting.

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 December 16<sup>th</sup>, 2025 Regular Meeting of the Koontz Lake Regional Sewer District Board of Trustees at 5:47 Central time.

Respectfully submitted by Shelley K. Bell, KLRSD Bookkeeper

December 16<sup>th</sup>, 2025 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