

# 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

October 18<sup>th</sup>, 2022

The October 18<sup>th</sup>, 2022 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 Jeff Jarnecke. Other board members present were: Kristy Wilsey, Jerry Weber, Mike McKenna, Paul Warnke, Heather Harty, and Ron Armstead. Also present was Shelley Bell and Dan Fox of Astbury.

Mr. Jarnecke asked if there were any additions or corrections to the October 18th, 2022 Agenda. There being no additions or corrections, Mr. McKenna made the motion to approve the Agenda as posted, Mr. Warnke seconded and upon vote, the Board unanimously approved.

Next, Mr. Jarnecke asked if there were any additions or corrections to the September 20th, 2022 KLRSD Board Meeting Minutes. Mr. McKenna made two corrections then made the motion to approve the Minutes as modified, Mr. Weber seconded, and upon vote, the Board unanimously approved.

There was no Nominations Committee report.

Next, the Treasurer's Report was present by Mr. McKenna.

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**TREASURERS REPORT**

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**CASH**

1 <sup>st</sup> Source Bank Checking Account		
Balance as of August 31, 2022:		\$250,354.02
Checks, withdrawals, debits		-\$24,317.56
Service charges		-\$46.73
Deposits and credits		\$111,312.35
Interest earned		\$42.94
Statement balance as of September 30, 2022:		\$337,345.02
Checks written but not cleared		-\$12,748.85
Available balance in checking:		<u>\$324,596.17</u>
	Certificates of Deposit:	<u>\$1,017,056.12</u>
	<b>Total funds</b>	<u>\$1,341,652.29</u>

**RECEIVABLES**

Reported by JPR as of 10/16/2022	<u>\$95,056.50</u> (see Note 1)
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**CLAIMS**

The following invoices and claims are presented:

NIPSCO	CWP gas	\$66.93 *1
NIPSCO	CWP electric	\$6,227.37 *1
NIPSCO	OB gas & electric	\$160.77 *1
NIPSCO	CS grinder electric	\$1,507.69 *1
Republic Svcs	sludge hauling	\$0.00 *1
CenturyLink	Phone Svc	\$210.28 *1
Marshall County REMC	SLR electric	\$315.00 *1
USPS	postage	\$600.00 *2
Community Business	supplies	\$260.52 *2
Astbury Water Tech	Operator services	\$6,624.55 *3
Jones Petrie	billing services	\$3,750.00 *4
Jones Petrie	billing reimbursables	\$1,112.76 *4
Jones Petrie	locate services	\$2,295.00 *4
Jones Petrie	engineering	\$150.00 *4
Jones Petrie	inspection services	\$0.00 *4
Jones Petrie	mailing services	\$2,160.00
Personnel Partners	staffing services	\$757.88
Mike McKenna	supplies	\$101.65
Jerry Weber	CWP supplies Claim	\$75.42
Jeff Jamecke	mailing supplies	\$154.08
Jeffery Hines	refund	\$109.49
Covalen	grinders	\$119,200.00
Universal Security	security services	\$135.00
WH Clevenger	legal services	\$711.72
	<b>Total claims</b>	<u>\$146,686.11</u>

**\* Footnotes to Claims:**

\*1 Preapproved for automatic payment.

\*2 Debit Card

11/13/2020 contract services plus SLR services, numerous service calls and repairs.

\*4 Contract services.

<b>Note 1:</b> Receivable aging:	Current	\$18,514.15	
	30 days	\$5,342.60	
	60 days	\$3,234.63	
	90+	\$28,057.01	
	Lien	\$39,908.11	6.2% (percent of annual revenue)
	<b>Total</b>	<u>\$95,056.50</u>	

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

There were no questions or comments on the Treasurer's Report. The motion to approve all claims presented was made by Mr. McKenna and seconded by Mr. Warnke. Upon vote, the Board unanimously approved.

For Asset Management, Mr. McKenna reported that last month it was decided that a committee of Mr. McKenna, Mr. Warnke, and Mr. Weber would go over asset management planning during the next few months. They will get something together forecasting anticipated needs of the District over the next 5 to 10 years

He also said as the District starts charging the higher rates, the District should give Ms. Ransbottom, at JPR Billing, authority to use her judgement for the next 2 to 3 months because of people needing to reset the amounts if they have their payments preset under auto-pay. Mr. McKenna will follow up with Ms. Ransbottom on this matter.

Mr. Jarnecke suggested putting an additional "RATE INCREASE" notice on the billings and emails from JPR.

JPR reported for the Engineer report that one homeowner has filed a permit for building.

It was also reported that the building across the street from the former Koontz Lake Market parking lot has no water or facilities at present. The owner is in touch with JPR and is interested in putting in a bathroom and connecting to the sewer.

For the Operator report, Mr. Fox told the Board that the junk grinders will be going to a scrap yard after he removes any usable parts from them. He said there are 10 to 12 grinders to be scrapped.

Mr. Fox said he is also in the process of renewing a sludge disposal plan.

For the System Manager, Mr. Armstead reported the garage is full with a lot of new pumps. The plan is to start using them as needed. He also plans to take the heavy cardboard boxes from the new pumps to the recycling center.

Mr. Weber reported he bought new blades for the lawn mower.

There was nothing to report by:

Building Manager

Website Manager

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Compliance Issues Manager

Contract Manager

Key Control Manager

For P & P, Mr. McKenna reported the meeting policy allows video/teleconference for Board members unable to attending meetings in person, although they are not allowed to vote for rate increases and various other things. They can, however, approve payment of bills and approve minutes remotely. He also suggested we might publish the teleconference number on the website so others may be able to join the meeting.

For the Rate Abatement, work is continuing on the final language. Print copies are planned to be available for the next meeting.

When discussing the Central Time zone, the Board has decided it would be easiest to call it "Central Time".

Under Section 4, reference to Chairman should be "President of the Board".

Mr. McKenna made the motion to adopt the meeting of the Board P & P with V.3.2 as amended. Mr. Weber seconded, and upon vote, the Board unanimously approved.

The two other items on the agenda were tabled until later.

There was nothing to report under Records Management.

Under Old Business, Mr. Jarnecke said he has not received any grumbling regarding the new rate ordinance and increase in effect as of 1/1/2023. He added there are no objections per statute.

Mr. McKenna said that he forwarded an affidavit from Ms. Ransbottom to Mr. Jim Clevenger, the District's attorney, that the second notice of rate change has been sent out.

Regarding the UV System replacement ratification, the decision was made to procure items directly.

The procurement of UV system, install and gate replacement was estimated at \$53,000 and must be installed and working by April 1, 2023. Mr. Warnke made the motion for this to be approved, Mr. McKenna seconded and upon vote, the Board unanimously approved.

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Next, the Board discussed the compliance issue of 10800 East Iroquois. There is a state statute in regard to getting rid of clear water.

Mr. Jones, of JPR, found a sump pump was draining into the sewer system. He sent a letter to the owner to address the failure to adhere to policy. The owner never responded.

Mr. Jarnecke said the District should levy a fine of some sort until the matter has been resolved. Mr. Warnke recommended a fine of \$100 a month.

Mr. Warnke will follow up with the owner to see if the issue has been corrected.

Mr. Warnke made the motion to establish a penalty of \$100 per month starting November 1<sup>st</sup>, 2022 as covered by ordinance. Mr. Armstead seconded this.

Although the District's ordinance allows up to \$50 per day, Mr. Warnke and Mr. Jarnecke felt that is rather punitive. They believe with the \$100 per month, it will give the owner some incentive to take care of the problem.

Ms. Harty said she wants to be sure the District plans for the future. We should name specifics of instances such as:

- Clear water violation
- Sump pump going into sewer

Mr. Jarnecke said the District should probably put it in the P & P. He also reminded the Board of an instance where a grinder failed and because of this, sewage backed up into an owner's home and the Board made the decision to pay the \$500 deductible of the homeowner's insurance to the owner affected.

Mr. McKenna added that it should be included in the P & P what circumstances were and how it was handled on these situations and other going forward.

Going back to Mr. Warnke's motion to establish a penalty of \$100 per month, the Board voted and unanimously agreed to pass the motion.

Mr. McKenna will contact Ms. Ransbottom of JPR to put the fine in with the owner's bill.

Mr. Warnke told the Board that clear water violations can become a significant problem if multiple people commit them.

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There was no New Business to discuss.

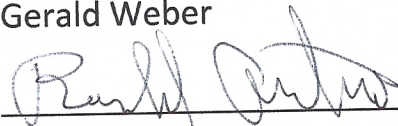
There being no further business to come before the Board, Mr. Warnke motioned for the meeting to be adjourned, Mr. McKenna seconded, and the October 18<sup>th</sup>, 2022 Regular Meeting of the Koontz Lake Regional Sewer District Board of Trustees was adjourned at approximately 6:30 p.m. local Central Time.

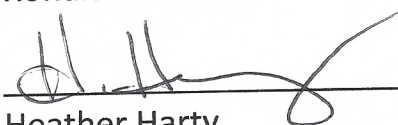
Respectfully submitted by Shelley K. Bell, KLRSD Bookkeeper

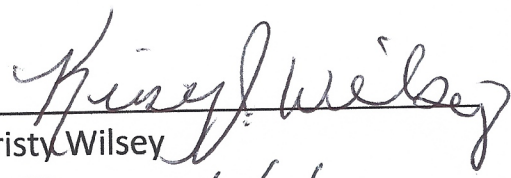
October 18<sup>th</sup>, 2022 Regular Board Meeting Minutes approved by:

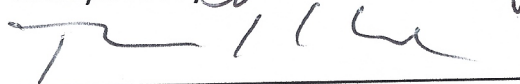
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Michael McKenna

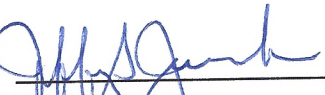
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Gerald Weber

  
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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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