

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

April 18th, 2023

The April 18th, 2023 Regular meeting of the Board of Trustees of the Koontz Lake Regional Sewer District was held at approximately 5: 35 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: Heather Harty, Kristy Wilsey, and Ron Armstead. Mike McKenna, Jerry Weber and Paul Warnke attended via teleconference. Also present was Dan Fox of Astbury and Shelley Bell.

Mr. Jarnecke asked if there were any additions or corrections to the April 18th, 2023 Agenda. There being no additions or corrections, Mr. Armstead made the motion to approve the Agenda as posted, Ms. Harty seconded and upon roll-call vote, the Board unanimously approved.

Next, Mr. Jarnecke asked if there were any additions or corrections to the March 21st, 2023 KLRSD Board Meeting Minutes. Mr. McKenna noted that the last paragraph on the first page needed to be removed. With that modification made the motion to approve the Minutes as presented was made by Mr. Armstead, Ms. Wilsey seconded, and upon roll call vote, the Board unanimously approved.

The meeting was then turned over to Mr. Fox of Astbury.

Mr. Fox told the board that the suspended solids caused a bit of trouble but we are back in compliance now. He also told the Board that parts are no longer available for the influent screen, which was rebuilt about a year ago, so we will need to look at replacement options.

Mr. Fox informed the board that the UV equipment has arrived and has been installed.

Mr. Fox told the board that the Swan Lake Lift Station has piping that is not parallel to the guide rails which is causing tipping. Mr. Warnke wants to get JPR involved with this because he believes there may design and inspection issues, as he doesn't believe it is normal wear and tear. He feels it is partly the responsibility of the engineer, designer, and installer to correct this situation. Seats are wearing from water flow going out the side.

5/14/23

Mr. Fox is going to look into this situation and Mr. Warnke is going to take the issues back to JPR and have them review the original installation and design.

Mr. Fox will also get a cost of by-pass pumping at Swan Lake if we need to work on the system doing maintenance and repair. This could take days or weeks and would take the place of the lift station temporarily.

Mr. McKenna added that Swan Lake will share the cost of whatever we need to do to fix problems at Swan Lake. Swan Lake had hired JPR to design and build the system to go between Swan Lake and Koontz Lake then Swan Lake turned it over to KLRSD once it was completed.

Mr. Fox told the board that the new toilet is going to be installed at the CWP next week.

There was no Nominations Committee report.

Next, the Treasurer's Report was present by Mr. McKenna. Mr. McKenna told the board that it has been a fairly normal month. He also noted that the District had received a check from Swan Lake to cover 20% of the cost of the UV System Repair. He added that when presented with the bill, Swan Lake did not "push back" or question their share of the cost.

A second check was received for insurance payment to cover the control panel damage.

The Treasurer's Report is on the following page:

KOONTZ LAKE REGIONAL SEWER DISTRICT			
TREASURERS REPORT	Page 1 of 1		April 18, 2023
CASH			
1 st Source Bank Checking Account			
	Balance as of February 28, 2023:		\$237,249.33
	Checks, withdrawals, debits		-\$92,921.90
	Service charges		-\$54.37
	Deposits and credits		\$73,461.63
	Interest earned		\$63.89
	Statement balance as of March 31, 2023:		\$217,798.58
	Checks written but not cleared		-\$27,727.87
	Available balance in checking:		<u>\$190,070.71</u>
	Certificates of Deposit:		<u>\$1,019,807.55</u>
	Total funds		\$1,209,878.26
RECEIVABLES			
	Reported by JPR as of 4/14/2023		<u>\$102,234.53</u> (see Note 1)
CLAIMS			
The following invoices and claims are presented:			
	NIPSCO	CWP gas	\$91.05 *1
	NIPSCO	CWP electric	\$5,459.77 *1
	NIPSCO	OB gas & electric	\$216.44 *1
	NIPSCO	CS grinder electric	\$1,534.64 *1
	Republic Svcs	sludge hauling	\$0.00 *1
	Brightspeed (CenturyLink)	Phone Svc	\$207.42 *1
	Marshall County REMC	SLR electric	\$223.00 *1
	Astbury Water Tech	Operator services	\$15,089.50 *3
	Jones Petrie	billing services	\$3,800.00 *4
	Jones Petrie	billing reimbursables	\$853.58 *4
	Jones Petrie	locate services	\$850.00 *4
	Jones Petrie	engineering	\$919.00 *4
	Jones Petrie	inspection services	\$0.00 *4
	Jones Petrie	other reimbursables	\$169.23
	Personnel Partners	staffing services	\$740.25
	IUPPS	locate services	\$42.75
	Universal Security	security services	\$135.00
	Jessie Markin	cleaning services	\$25.00
	Total claims		<u>\$30,356.63</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	\$50,926.46
		30 days	\$3,743.06
		60 days	-\$1,406.67
		90+	\$10,784.90
		Lien	\$38,186.78
		Total	\$102,234.53
			5.3% (percent of annual revenue)
Note 2:	The Treasurer recommends approval to pay all claims listed above.		
Note 3:	We have received the following checks for deposit:		
	1- \$10,499.00 from Swan Lake for their cost-share of the UV system replacement as per our agreement.		
	2- \$949.50 from Randy Ziolkowski insurance settlement for Control Panel damage at 10990 E South Ave.		

There being no further questions or comments, the motion to approve all claims presented was made by Mr. Armstead and seconded by Ms. Harty. Upon polled vote, the Board unanimously approved.

There was nothing to report for Asset Management.

Mr. McKenna mentioned he wants to get together with Mr. Warnke to schedule some of the repairs the rate increase was based on once Mr. McKenna returns home.

For System Management, it was reported that pumps that have not been fixed now have a red tag put on them.

For Building Management it was reported things are looking okay and that the fire extinguishers are scheduled for inspection on May 12th.

For the Website, Ms. Wilsey reported that pictures of the CWP and Administration Building will be added soon.

It was noted that the Rate deliberation and ordinance had legal counsel involved and a minimum of 1 EDU will be charged per parcel.

Mr. Jarnecke will put something together regarding instances regarding additional buildings on parcels and recommendations for handling rate charges.

Mr. Jarnecke and Mr. Warnke are still researching rates for commercial entities.

Mr. McKenna said the District needs to nail down the definition of EDU.

It was suggested that if there are places that don't fit EDU definitions, the District may decide to use monthly fixed costs plus flow meters on them. Mr. Warnke said the District would need to create a separate rate structure for commercial properties that would reflect their usage. Mr. McKenna added that the District has a good template after working with Swan Lake.

Mr. Jarnecke requested Board Members think about ways to best handle rate structures, in particular:

- 1 – How does EDU define with separate structures.
- 2 – Commercial properties and rate structures for them.

Ms. Harty suggested using maximum fire code capacity in the ordinances.

There was no report from Key Control.

There was no report from P & P Committee.

Under Old Business, Mr. Armstead mentioned a pole barn in Slip Away Bay and told the Board he had asked at the post office if they had an actual address for this property. He believes there is also a bathroom located there that has not been hooked into the sewer system.

5/14/23

There was nothing to report under New Business that has not been mentioned earlier during the meeting.

There being no further business to come before the Board, Mr. Armstead motioned for the meeting to be adjourned, Ms. Harty seconded, and the April 18th, 2023 Regular Meeting of the Koontz Lake Regional Sewer District Board of Trustees was adjourned at approximately 6:14 p.m. local Central Time.

Respectfully submitted by Shelley K. Bell, KLRSD Bookkeeper

April 18th, 2023 Regular Board Meeting Minutes approved by:

Michael McKenna

Kristy Wilsey

Gerald Weber

Paul Warnke

Ronald Armstead

Jeff Jarnecke

Heather Harty

5/14/23