

# 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 19<sup>th</sup>, 2023

The December 19<sup>th</sup>, 2023 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 and Ron Armstead. Attending via teleconference was Mike McKenna. Also present was Dan Fox of Astbury and Shelley Bell.

Mr. Jarnecke asked the Board if there were any additions or corrections with respect to the adoption of the December 19<sup>th</sup>, 2023 Agenda as previously published. Mr. Armstead made the motion to accept the agenda as published, Ms. Wilsey seconded, and upon roll call vote, the Board unanimously approved the Agenda.

Next on the Agenda was the reading of the November 21<sup>st</sup>, 2023 Minutes. Mr. Jarnecke asked if there were any additions or corrections to the Minutes. Ms. Harty asked if there had been a follow-up with Sarah White and Mr. Jarnecke said that Paul Warnke had talked to her and the matter was cleared up. 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 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 December 19, 2023

<b>CASH</b>			
1 <sup>st</sup> Source Bank Checking Account			
	Balance as of October 31, 2023:		\$285,895.22
	Checks, withdrawals, debits		-\$9,757.92
	Service charges		-\$55.92
	Deposits and credits		\$52,276.80
	Interest earned		\$82.83
	Statement balance as of November 30, 2023:		\$328,441.01
	Checks written but not cleared		-\$27,759.33
	Available balance in checking:		<b>\$300,681.68</b>
	Certificates of Deposit:		<b>\$1,047,568.12</b>
	<b>Total funds</b>		<b>\$1,348,249.80</b>

<b>RECEIVABLES</b>			
	Reported by JPR as of 12/15/2023		<b>\$101,559.95</b> (see Note 1)

<b>CLAIMS</b>			
The following invoices and claims are presented:			
	NIPSCO	CWP gas	\$83.24 *1
	NIPSCO	CWP electric	\$5,040.37 *1
	NIPSCO	OB gas & electric	\$185.00 *1
	NIPSCO	CS grinder electric	\$1,360.96 *1
	Republic Svcs	sludge hauling	\$0.00 *1
	Brightspeed (CenturyLink)	Phone Svc	\$209.60 *1
	Marshall County REMC	SLR electric	\$261.00 *1
	Shelley Bell	computer & printer	\$883.55
	Astbury Water Tech	Operator services	\$5,818.30 *3
	Jones Petrie	billing and engineering	\$2,039.36 *4
	Personnel Partners	staffing services	\$740.25
	<b>Total claims</b>		<b>\$16,621.63</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.

<b>Note 1:</b>	Receivable aging:	Current	\$46,784.62	
		30 days	\$5,626.98	
		60 days	\$1,702.46	
		90+	\$13,362.52	
		Lien	\$34,083.37	4.7% (percent of annual revenue)
		<b>Total</b>	<b>\$101,559.95</b>	

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

There were no questions regarding the Treasurer's Report.

Mr. McKenna made the motion to accept the Treasurer's Report as presented, Ms. Harty seconded, and upon roll call vote, the Board unanimously approved.

Mr. McKenna told the Board that the Check Register for December would be available for signatures at the January meeting.

Mr. Jarnecke and Mr. McKenna had been involved with the auditors for the 5 year audit of the time period including 2018 to 2022. In summary, the District is "clean with no mistakes or inconsistencies."

The auditors did recommend we change policy on fund transfers between the General Fund and Capital Improvement funds. Transfers should be approved by the entire Board.

When the Annual Report is done in March, Mr. McKenna will talk about these items more.

JPR's Credit given toward their portion of the Swan Lake repairs amounted to \$5,600 this month.

Mr. McKenna told the Board the District received about \$20,000 in Liens from Starke County. He reminded them that the Lien cycle is twice a year.

Mr. Jarnecke and Mr. McKenna believes working with Baker Tilly will work out well. Starting in January 2024, they will do a "test run" of one or two invoices to be set up for payment.

Resolutions made:

Motion to grant personnel of the accounting firm Baker Tilly, specifically Jeff Rowe, Rob Barr and Regan Montgomery, "READ ONLY" access to the District deposit account at 1<sup>st</sup> Source Bank for the sole purpose of gathering information for the preparation of required State and Federal and Internal District reporting.

Motion to grant personnel of the accounting firm Baker Tilly, specifically Jeff Rowe, Rob Barr and Regan Montgomery, authority to make pre-approved payment of claims on behalf of the District.

The motion to accept these Resolutions was made by Mr. Armstead, seconded by Ms. Harty, and upon polled vote, the Board unanimously approved.

Mr. McKenna noted that the District would need to give 1<sup>st</sup> Source Bank the name(s) of specific person(s) identified and we would need to update this information as needed.

Mr. Jarnecke said we would need to re-issue a resolution if personnel changes at a later date.

Going back to the Nominations Committee, Ms. Harty asked what the procedure is to follow when making nominations.

Mr. McKenna explained there is a Nominations procedure on thumb drive on the P & P. Mr. McKenna will get an updated one out to the Board for the next meeting.

There was nothing to report by Asset Management.

JPR had not sent a report at the time of the meeting, therefore there was nothing to discuss.

For Astbury, Mr. Fox apologized for not getting the paper report out before the meeting. He told the Board that IDEM would be coming for an inspection the next day. He told the Board the old air compressor needed replaced with a new one. All UV equipment had been cleaned and stored. Astbury plans to work on pumps, setting aside those with repairs estimated to exceed \$1500.

Ms. Harty asked how much an air compressor costs. Mr. Fox told the Board, \$2000.

Mr. McKenna asked how many new cores are there to be placed in service. Mr. Fox told him there are only 3 or 4 of the fifty left. He added that there are 47 good ones in reserve. Mr. Fox plans to reorder more cores in the spring.

Mr. McKenna said we need to look closely at ordering times and life spans in the near future. Mr. Fox said the new cores are better designed than the old ones, meaning less call outs needed to fix them.

Mr. Armstead noted that the District also has a few original pumps still working in the ground.

Mr. Jarnecke said we need to update the GPS.

Mr. Jarnecke reported on the Swan Lake Repairs that Mr. Fox was waiting for a lid for the structure, then we can move forward.

Mr. Fox reported all ARVs have been flushed.

Swan Lake's flow is down more than normal.

There was nothing to report by the System Manager.

The Building Manager reported that the lobby had some leaves that might have blown in. Mr. McKenna said that the cleaner had gotten ill and was unable to make it in to clean just before the meeting.

There was nothing to report on the Website.

For Compliance, permits and homeowners are being worked through.

Nothing was reported for Contracts.

Nothing was reported for Key Control.

For P & P, Mr. McKenna reported he is working on the Nominations procedures.

There was no Records Management report.

Under Old Business: Manholes were discussed. Mr. Armstead said he had gone out to the plant and noticed the manholes weren't feathered out and they would be in danger of being hit by snowplows. Mr. Fox added he has seen at least one that is too low.

Snow Removal for the 2023-2024 year will again be Lawrence Lawn Care.

Under New Business: Mr. Fox suggested the District send out a new flier or something to bring attention to the problems flushed rags and grease are causing. He added they are seeing more and more of this.

Ms. Harty suggested using pictures to better show the public what is happening. Mr. Fox said the District might use a door hanger notice with pictures to put on doors, especially in places where they are having issues with this.

Ms. Harty said the KLA Annual meeting might be a good opportunity to get this information out to the public.

Mr. Jarnecke said that when Astbury finds these problems, they could hand out the flier/door hanger notice along with a letter of violation.

Mr. Fox said one of the problems is that renters frequently change and do not receive this information, therefore they make these mistakes.

Mr. Jarnecke told Mr. Fox he thinks it's a good idea and the Board will work to get something for Astbury.

There being no further business to come before the Board, Mr. Jarnecke adjourned the meeting. The December 19<sup>th</sup>, 2023 Regular Meeting of the Koontz Lake Regional Sewer District Board of Trustees was adjourned at approximately 6:12 p.m. local Central Time.

Respectfully submitted by Shelley K. Bell, KLRSD Bookkeeper

December 19th, 2023 KLRSD Annual Board Meeting Minutes approved by:

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Michael McKenna

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Kristy Wilsey

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Gerald Weber

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Paul Warnke

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Ronald Armstead

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Jeff Jarnecke

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Heather Harty