

# 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

February 20th, 2024

The February 20th, 2024 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, Paul Warnke 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 February 20<sup>th</sup>, 2024 Agenda as previously published. Mr. Warnke made the motion to accept the agenda as presented, Mr. Armstead seconded, and upon roll call vote, the Board unanimously approved the Agenda.

Next on the Agenda was the reading of the January 16th, 2024 Minutes. Mr. Jarnecke asked if there were any additions or corrections to the Minutes. Mr. Warnke made the motion to accept the Minutes as presented, Ms. Wilsey seconded, and upon polled vote, the Board unanimously approved.

The Nominating Committee had nothing to report.

Next was the Treasurer's Report:

Treasurer's Report on next page:

03/17/24

<b>KOONTZ LAKE REGIONAL SEWER DISTRICT</b>			
<b>TREASURERS REPORT</b>	<b>Page 1 of 1</b>		<b>February 20, 2024</b>
<b>CASH</b>			
1 <sup>st</sup> Source Bank Checking Account			
	Balance as of December 31, 2023:		\$346,643.31
	Checks, withdrawals, debits		-\$25,642.32
	Service charges		-\$57.29
	Deposits and credits		\$60,012.86
	Interest earned		\$96.27
	Statement balance as of January 31, 2024:		\$381,052.83
	Checks written but not cleared		-\$15,098.02
	Available balance in checking:		<b>\$365,954.81</b>
	Certificates of Deposit:		<b>\$1,065,300.26</b>
	<b>Total funds</b>		<b>\$1,431,255.07</b>
<b>RECEIVABLES</b>			
	Reported by JPR as of 12/15/2023		<b>\$80,267.79</b> (see Note 1)
<b>CLAIMS</b>			
The following invoices and claims are presented:			
	NIPSCO	CWP gas	\$101.24 *1
	NIPSCO	CWP electric	\$6,101.45 *1
	NIPSCO	OB gas & electric	\$210.81 *1
	NIPSCO	CS grinder electric	\$674.75 *1
	Republic Svcs	sludge hauling	\$3,283.96 *1
	Brightspeed (CenturyLink)	Phone Svc	\$209.66 *1
	Marshall County REMC	SLR electric	\$259.00 *1
	USDA	loan payment	\$123,160.00
	State Board of Accounts	Audit fee	\$15,270.00
	Astbury Water Tech	Operator services	\$12,520.03 *3
	Jones Petrie	billing and engineering	\$5,239.52 *4
	Personnel Partners	staffing services	\$740.25
	Selge	system repairs	\$7,632.88
	IDEM	treatment plant permit	\$1,215.00
	Sandra Kinder	refund	\$100.00
	John Pearson	refund	\$66.00
	Lawrence Lawn	snow removal	\$450.00
	Karolyn Sobasky	refund	\$405.00
		<b>Total claims</b>	<b>\$177,639.55</b>
<b>* Footnotes to Claims:</b>			
	*1	Preapproved for automatic payment.	
	*2	Debit Card	
	*3	Contract services plus SLR services, numerous service calls and repairs.	
	*4	Contract services. We have now received a total of \$11,200 credits for the Swan Lake settlement.	
<b>Note 1:</b>	Receivable aging:	Current	\$44,207.43
		30 days	\$4,032.25
		60 days	\$2,634.98
		90+	\$16,332.69
		Lien	\$13,060.44
		Total	\$80,267.79
			1.8% (percent of annual revenue)
<b>Note 2:</b>	The Treasurer recommends approval to pay all claims listed above.		

03/17/24

There being no further discussion regarding the Treasurer's Report, Mr. McKenna made the motion to accept the Treasurer's Report as presented, Ms. Harty seconded, and upon polled vote, the Board unanimously approved.

Mr. McKenna told the Board that Baker Tilly and the move to using Bill.com was postponed last month and this month because they were working on a list of reports including, SBOA, USDA and Indiana Reports. Mr. McKenna is showing them how he does these reports. Plans to test Bill.com next month have been made. At this point, Mr. McKenna has been producing all checks written.

The past couple of months, Mr. Warnke had suggested T-Bills instead of CD's because they have a better rate at 6 months and they don't automatically roll. Mr. McKenna found the difference is very small between them and added that someone would need to be responsible for going into the market and buying T-Bill every 6 months. CD's are FDIC insured and while T-Bills are not insured, they are considered very safe.

Mr. McKenna said that T-Bill are better for taxes of individual and have better liquidity. There is also a \$10,000 limit for T-Bills.

For these reasons, Mr. McKenna believes CD's are the best way for the District to go.N

JPR's report had no comments or questions. Mr. McKenna pointed out that there are a significant number of liens. JPR is in the process of preparing collection letters and lien preparation for the Spring 2024 liens for both Marshall and Starke Counties.

For the Astbury Report, Mr. Fox addressed the Board.

Mr. Armstead said for the water heater issue that he favors "on demand" as being the best route to go. Mr. Fox said it might depend on the panel. If the water heater is replaced with a traditional model, the CWP could go with a smaller unit than the current 40 gallon one. Mr. Armstead agreed that a smaller tank could be used as is being used in the Administration Building.

Mr. Fox said other plants use 10 gallon electric tanks and they work okay. Mr. McKenna added that 19 to 20 gallon tanks are often used for mobile homes.

Mr. Fox told the Board that the Effluent Auto Sampler is beyond repair. He has an estimate of approximately \$12,000 for a new one.

Mr. Fox said the screen Mr. Weber put in is still working.

Mr. Fox said that the air compressor needs replacing and would cost approximately \$2,139. He added that the Air Dryer is getting outdated too. He suggested looking into a package deal with the air compressor and air dryer. He added that something with a slower speed might last longer. He uses the air compressor to blow out valves.

03/17/24

Mr. Warnke said he would check to see what Middlebury is using. A 60 gallon tank with 5 hp is approximately \$2,200.

Mr. Fox told the Board that both are currently running.

Mr. Jarnecke said the Board should start considering anything that might be coming up needing replacement in the future.

Mr. Fox reported that the last of the new batch of grinder pumps has been used. Several pumps were fixed. Some had water in the motors.

Mr. Armstead said that the next time the District orders more pumps, we also need to order more control panels. Mr. Fox agreed.

Mr. Fox reported there are still a few lids needing to be raised on the roads. Mr. Warnke will work at getting a list together of lids still needing to be raised. He said that the list should be finalized by April or May.

Mr. Fox reported that Anderson Road has a pump with lots and lots of rags and grease dipped out of it. He said they haven't caused the pump to stop...yet.

Ms. Harty suggested having the hang tags ready and available for the April 27<sup>th</sup> Clean Up Meeting.

Mr. Fox said that Ms. Ransbottom, of JPR, had given him hang tags that could be written on.

Mr. Jarnecke said we should also send out the letters like Mr. Kenny Jones had done.

Mr. Fox reported that the CWP plant is running at 20% capacity.

At Swan Lake, the Lift Station will have the lid poured soon and once it has cured, they can deliver it. Mr. Fox requested it be done by April 1, 2024.

Ms. Harty noted that the budget for the Collection System has been pretty much spent. Mr. McKenna explained that these are not extraordinary expenses. Ms. Harty asked about larger pumps.

Mr. Warnke explained that larger pumps would still run much the same, but would be going into bigger tanks. Mr. Fox said larger tanks might prevent as man surge alarms going off.

Mr. Warnke said NIPSCO gives us a specific rate as long as we're under a certain amount.

For System Control Management, it was reported that Astbury is getting caught up on pump repairs.

03/17/24

For Building Management, the building was all cleaned and looks really good.

Snow Removal for the season has been okay.

The Website Manager reported it is okay.

There was nothing to report by Compliance.

There was nothing to report under Contracts. Mr. Armstead asked if we still have a contract with H & G for semi-annual inspection services including operational check. He wants to keep them as they do a good job.

There was nothing to report under Key Control.

The P & P committee had nothing new to report.

Records Management had nothing to report.

Under Old Business, Mr. Jarnecke voiced appreciation for Mr. Warnke working with Bob Aloï on the plans for the possible four new properties/homes at Eagle View Estates on South Avenue.

There was no New Business to discuss.

Mr. McKenna noted that Mr. Weber was appointed February 5<sup>th</sup> by the Starke County Council.

There being no further business to come before the Board, Mr. Armstead made the motion to adjourn the meeting, with Ms. Harty seconding. The February 20<sup>th</sup>, 2024 Regular Meeting of the Koontz Lake Regional Sewer District Board of Trustees was adjourned by Mr. Jarnecke at approximately 6:10 p.m. local Central Time.

Respectfully submitted by Shelley K. Bell, KLRSD Bookkeeper

03/17/24

February 20th, 2024 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

03/17/24