

# 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 21st, 2023

The February 21st, 2023 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, Heather Harty, and Ron Armstead. Mike McKenna attended via teleconference. Also present was Shelley Bell.

Mr. Jarnecke asked if there were any additions or corrections to the February 21st, 2023 Agenda. There being no additions or corrections, Mr. Armstead made the motion to approve the Agenda as posted, Ms. Wilsey seconded and upon roll-call vote, the Board unanimously approved.

Next, Mr. Jarnecke asked if there were any additions or corrections to the January 17<sup>th</sup>, 2023 KLRSD Board Meeting Minutes. Mr. Armstead made the motion to approve the Minutes as presented, Ms. Wilsey seconded, and upon roll call vote, the Board unanimously approved.

There was no Nominations Committee report.

Next, the Treasurer's Report was present by Mr. McKenna. Continued on next page.

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TREASURERS REPORT

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**CASH**

1 <sup>st</sup> Source Bank Checking Account		
Balance as of December 31, 2022:		\$306,326.37
Checks, withdrawals, debits		-\$44,854.86
Service charges		-\$55.14
Deposits and credits		\$51,621.12
Interest earned		\$78.24
Statement balance as of January 31, 2023:		\$313,115.73
Checks written but not cleared		-\$7,278.76
Available balance in checking:		<u>\$305,836.97</u>
Certificates of Deposit:		<u>\$1,020,818.04</u>
<b>Total funds</b>		<b>\$1,326,655.01</b>

**RECEIVABLES**

Reported by JPR as of 2/17/2023 \$92,040.98 (see Note 1)

**CLAIMS**

The following invoices and claims are presented:

NIPSCO	CWP gas	\$127.46	*1
NIPSCO	CWP electric	\$4,753.89	*1
NIPSCO	OB gas & electric	\$254.39	*1
NIPSCO	CS grinder electric	\$1,533.89	*1
Republic Svcs	sludge hauling	\$2,825.42	*1
Brightspeed (CenturyLink)	Phone Svc	\$207.42	*1
Marshall County REMC	SLR electric	\$270.00	*1
USDA	loan payment	\$123,780.00	*1
Astbury Water Tech	Operator services	\$10,642.20	*3
Jones Petrie	billing services	\$3,660.00	*4
Jones Petrie	billing reimbursables	\$1,761.22	*4
Jones Petrie	locate services	\$1,466.25	*4
Jones Petrie	engineering	\$782.00	*4
Jones Petrie	inspection services	\$432.25	*4
Personnel Partners	staffing services	\$740.25	
Lawrence Lawn Service	snow removal	\$450.00	
IDEM	permit	\$1,215.00	
H P Thomson Co	UV system	\$29,695.00	
	<b>Total claims</b>	<b><u>\$184,596.64</u></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	\$38,309.96	
		30 days	\$3,653.84	
		60 days	\$2,679.61	
		90+	\$13,691.45	
	2/19/23	Lien	\$33,706.12	5.0% (percent of annual revenue)
	Total	\$92,040.98		

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

Mr. Jarnecke asked how the Revenue is doing and Mr. McKenna said that the budgeted amount for 2023 is \$60,545 and that January's figure of \$53,390 actual is based on the year before, 2022. He told the Board that this number will fluctuate.

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

Mr. McKenna announced that Board Compensation checks were being issued.

Mr. McKenna also told the Board that the USDA report was submitted and has been accepted.

Mr. McKenna also informed the Board that Swan Lake has been presented with their new rate and that they actually had a decrease based on usage of 2022.

There was nothing to report for Asset Management.

Next was JPR's Report by Ms. Ransbottom. The monthly report showed some liens still being owed but that were previously paid. Ms. Ransbottom is researching this to get it in order and have the satisfied liens fall off the list.

For Astbury, Mr. Fox reported that he has made some adjustments and moved grinders that had been previously repeatedly hit.

For System Management, Mr. Armstead said that the toilet needs to be replaced. He will pick up the new one and Astbury will restore it.

There was nothing additional to be reported by the System Manager.

There was nothing to report by the following:

Building Manager

Website Manager

Compliance Officer

Contract Administrator

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Key Control Administrator

P & P Committee

Records Management

Under Old Business, Ms. Wilsey noted that the webpage has a notice regarding use of wipes and rags. Mr. Jarnecke will see if Ms. Ransbottom can also add a notice to billings that advises the problems wipes and rags cause to the grinders and sewer system.

Mr. Jarnecke also said he called about the Fire Extinguisher inspections but did not get a call back, so he will try again.

Ms. Wilsey noted that the toilet in the Administration Building was very clean looking and that the cleaning person is doing a good job.

Mr. Jarnecke and Mr. Warnke have been exchanging emails regarding commercial properties and they are still working on the flow meters to determine usage vs. output of a residential house.

Ms. Harty reported she had looked further into the Cell Tower idea and from what she found online, we would have to basically have to research other towers in the area then approach carriers. She added that it appears to be at least a year-long process. Because of this, she suggested dropping any further pursuit of this idea. All Board member present agreed. Mr. McKenna reminded everyone that the main focus of the Sewer District is to provide safe, affordable and reliable sewage treatment to the District.

Under New Business, Mr. Armstead said he gets questions from people wanting to know how much it costs to put in a grinder. Mr. McKenna explained there is no easy answer. The price is determined on a case-by-case basis and many factors are considered before a price can be determined. When the District is notified a property owner is interested in putting in a grinder, we contact JPR and Astbury to have them look into it.

Mr. Jarnecke asked the Board Members to think about definitions for EDUs. The District would like to establish a consistent definition for Equivalent Dwelling Units. Some examples in addition to traditional housing units would be bathrooms in pole barns or garages.

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There being no further business to come before the Board, Ms. Harty motioned for the meeting to be adjourned, Mr. Armstead seconded, and the February 21st, 2023 Regular Meeting of the Koontz Lake Regional Sewer District Board of Trustees was adjourned at approximately 6:00 p.m. local Central Time.

Respectfully submitted by Shelley K. Bell, KLRSD Bookkeeper

February 21<sup>st</sup>, 2023 Regular 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

\_\_\_\_\_  
Jeff Jarnecke

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Heather Harty

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