

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

January 18th, 2022

The January 18th, 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, Paul Warnke and Ron Armstead. Also present were Dan Fox of Astbury, Kenny Jones of JPR and Shelley Bell. Board Member Mike McKenna attended by teleconference.

Mr. Jarnecke asked if there were any additions or corrections to the January 18th, 2022 Agenda. The Board made the motion to move the JPR discussion in front of the Monthly Reports. There being no further additions or corrections, Mr. Warnke made the motion to approve the Agenda as posted, Ms. Wilsey seconded and upon vote, the Board unanimously approved.

Next, Mr. Jarnecke asked if there were any additions or corrections to the December 21st, 2021 KLRSD Board Meeting Minutes. Mr. Warnke made the motion to approve the Minutes as presented, Mr. Armstead seconded, and upon vote, the Board unanimously approved.

The meeting was turned over to Kenny Jones of JPR.

To a question concerning phosphorous requirements and treatment, Mr. Jones told the Board that because we don't discharge directly into the lake or other water, and because this is mainly household waste, plus the smaller size of the district, he does not think there is any problem. We have no industry waste being added to the system, however this is something that we should keep in mind in the future.

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The Grant deadline is in July this year and Mr. Jones said he sees no problem in meeting the deadline.

In investigating purchase of nearby property to build sludge beds, JPR found the landowners were unresponsive to enquiries of selling their property to the District.

It was suggested to look at possibly using the front yard of the CWP site. Mr. Jones believes we might be able to find a place for sludge drying. He added that wetlands around the CWP probably haven't changed.

Mr. Warnke asked if the sludge can be used for growth of food. Mr. Fox told the Board this would only be possible if we have Grade A sludge. He added that only small portions can be given away, plus a Land Application permit would be needed.

Discussion of a second spot for roll off could possibly be inside the fence. Mr. Fox said the longer sludge is allowed to sit, the drier it would be, and could reduce by 1 to 2 dumpsters a year. Adding a second roll off can include a constant rotation.

If sludge is taken off site, it must go to a special site. Sludge disposal runs approximately \$30,000 a year.

Mr. Fox said that adding a separate digester allows the sludge to decompose. Solids would be hauled off while supernates would go back to the plant. A sludge holding tank provides more flexibility. Adding the digester and blower could potentially reduce electric costs.

JPR recommends having a second tank.

There was discussion of the PLC – the computer brains of the operation. The question of upgrading to a cell phone ap was raised. Mr. Fox said someone would still need to be on site at least once a day. He added that in small communities such as KLRSD, he doesn't feel there is much need. He did recommend having the dialer moved closer to the "brain".

Mr. Fox told the board that lift stations will give alarms if something is wrong. Mr. Fox said if we have a power failure, the generator runs and if the generator happens to fail, he gets an alarm.

The District has over 500 grinders around the lake in it's collection system.

To work on applying for the SWIFT funding program, JPR needs copies of Astbury grinder repair and replacement invoices. He added that if it's more maintenance already accounted for by collecting with fees, it's often rejected. Mr. McKenna said he had asked about this and was told we might be okay. We may need to explain why the extra funding is needed above and beyond fees/rates being collected.

Mr. Jones said he would have more information by February with his final report.

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Mr. McKenna asked if, since the District is asking for new grinders, could we also add installation charges and frequently replaced parts. Mr. Jones told him the District can ask for everything.

Mr. Jarnecke said JPR should not include the sludge beds as they would require additional staffing and equipment to move the sludge, land application permits, etc.

Mr. Jones said JPR had pulled back from this option because of lack of landowner cooperation.

Mr. Jones said that \$200,000 is in the budget for a new sludge tank.

There being no further questions or discussion, Mr. Jones was released from the meeting by the Board.

There was no Nominations Committee report.

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

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|--|----------------------------------|
| TREASURERS REPORT | Page 1 of 1 |
| | January 18, 2022 |
| CASH | |
| 1 st Source Bank Checking Account | |
| Balance as of November 30, 2021: | \$344,699.27 |
| Checks, withdrawals, debits | -\$42,593.94 |
| Service charges | -\$29.97 |
| Deposits and credits | \$59,609.99 |
| Interest earned | \$29.68 |
| Statement balance as of December 31, 2021: | \$361,715.03 |
| Checks written but not cleared | -\$22,620.65 |
| Available balance in checking: | \$339,094.38 |
| Certificates of Deposit: | \$1,005,868.21 |
| Total funds | \$1,344,962.59 |
| RECEIVABLES | |
| Reported by JPR as of 12/17/2021 | \$105,430.55 (see Note 1) |

Continued on next page.

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CLAIMS

The following invoices and claims are presented:

| | | |
|----------------------|----------------------|---------------------------|
| NIPSCO | CWP gas | \$105.42 |
| NIPSCO | CWP electric | \$5,188.94 |
| NIPSCO | OB gas & electric | \$181.47 |
| NIPSCO | CS grinder electric | \$1,478.23 |
| Republic Svcs | sludge hauling | \$0.00 |
| CenturyLink | Phone Svc | \$263.23 |
| Marshall County REMC | SLR electric | \$243.00 |
| Astbury Water Tech | Operator services | \$6,508.24 |
| Jones Petrie | billing services | \$0.00 |
| Jones Petrie | locate services | \$0.00 |
| Jones Petrie | engineering | \$0.00 |
| Jones Petrie | inspection services | \$0.00 |
| Jones Petrie | PIR partial payment | \$4,918.00 |
| Personnel Partners | staffing services | \$615.00 |
| Shelley Bell | bookkeeping expenses | \$56.36 |
| IUPPS | locate services | \$53.20 |
| Rhonda Tomblin | cleaning services | \$105.50 |
| Jerry Weber | board comp | \$196.00 |
| Ron Armstead | board comp | \$196.00 |
| Kristy Wilsey | board comp | \$245.00 |
| H&G Services | service contract | \$514.50 |
| | Total claims | <u>\$20,868.09</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 | \$46,045.94 | |
| | 30 days | \$2,982.08 | |
| | 60 days | \$3,460.09 | |
| | 90+ | \$13,513.46 | |
| | Lien | \$39,428.98 | 6.1% (percent of annual revenue) |
| | Total | \$105,430.55 | |

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

There being no questions or discussion regarding the Treasurer's Report, Mr. Warnke made the motion to accept the Treasurer's Report as presented, Ms. Wilsey seconded, and upon vote, the Board unanimously approved.

There was nothing to report by the Asset Management.

There was no discussion regarding JPR's report.

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For the Astbury, Mr. Fox reported that they have only received 2 or 3 callouts since the last meeting and that everything seemed to be running well, with no freezing.

The System Manager said things are okay.

There was no Building Manager report

The Website Manager had nothing to report

The Compliance Manager had nothing to report

For Contract Administration there was nothing to report

There was nothing to report by Key Administrator.

There was no P & P report

There was no Records Management report.

There was nothing to discuss under Old Business.

There was nothing to discuss under New Business.

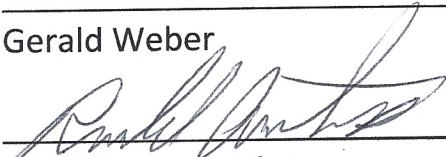
There being no further business to come before the Board, Mr. Warnke motioned for the meeting to be adjourned, Ms. Wilsey seconded, and the January 18th, 2022 Regular Meeting of the Koontz Lake Regional Sewer District Board of Trustees was adjourned at approximately 6:30 p.m. local Central Time.

Respectfully submitted by Shelley K. Bell, KLRSD Bookkeeper

January 18th, 2022 Regular Board Meeting Minutes approved by:

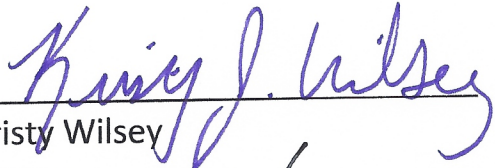
Michael McKenna

Gerald Weber



Ronald Armstead

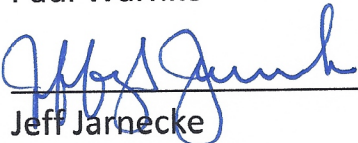
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Kristy Wilsey



Paul Warnke



Jeff Jarnecke