

# 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

June 16<sup>th</sup>, 2020

The June 16<sup>th</sup>, 2020 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 Paul Warnke. Other board members present were: Ron Armstead, Kristy Wilsey, Jerry Weber and Mike McKenna. Also present were Jennifer Ransbottom of JPR, Jeff Jarnecke, Jeremiah Patrick, Dan Fox and Shelley Bell.

Mr. Warnke asked the Board if there were any additions or corrections with respect to the adoption of the June 16<sup>th</sup>, 2020 Agenda. Mr. McKenna made the motion to approve the agenda as presented, Ms. Wilsey seconded, and upon vote, the Board unanimously approved.

Next, Mr. Warnke asked if there were any additions or corrections to the May 19<sup>th</sup>, 2020 KLRSD Board Meeting Minutes. Mr. McKenna made the motion to approve the Minutes as presented, with the correction of spelling for Mr. Matker's name. Mr. Armstead seconded, and upon vote, the Board unanimously approved.

Next, the Board Meeting moved to the Nominations Committee report. Mr. McKenna said he was still waiting for the Oregon Township Supervisory Board to respond to the request for nomination of Mr. Jeff Jarnecke. He also added that two Board members positions are set to expire at the end of the year. Those positions are held by Mr. McKenna and Ms. Wilsey. Both Mr. McKenna and Ms. Wilsey said they would like to seek reappointment. Mr. McKenna will write the necessary letters for them to be reappointed.

Next, Mr. McKenna presented the Treasurer's Report:

07/20/20

Treasurer's Report follows on next page:

<b>KOONTZ LAKE REGIONAL SEWER DISTRICT</b>		
<b>TREASURERS REPORT</b>	<b>Page 1 of 1</b>	<b>June 16, 2020</b>
<b>CASH</b>		
1 <sup>st</sup> Source Bank Checking Account		
Balance as of April 30, 2020:		\$270,520.53
Checks, withdrawals, debits		-\$74,542.15
Service charges		-\$22.43
Deposits and credits		\$37,343.16
Interest earned		\$23.48
Statement balance as of May 31, 2020:		\$233,322.59
Checks written but not cleared		-\$705.13
	Available balance in checking:	<u>\$232,617.46</u>
	Certificates of Deposit:	<u>\$982,272.62</u>
	<b>Total funds</b>	<b>\$1,214,890.08</b>
<b>RECEIVABLES</b>		
Reported by JPR as of 6/13/2020		<u>\$112,775.93</u> (see Note 1)
<b>CLAIMS</b>		
The following invoices and claims are presented:		
NIPSCO	CWP gas	\$64.75 *1
NIPSCO	CWP electric	\$4,194.56 *1
NIPSCO	OB gas & electric	\$124.18 *1
NIPSCO	CS grinder electric	\$1,414.53 *1
Republic Svcs	sludge hauling	\$0.00 *1
CenturyLink	Phone Svc	\$195.92 *1
Marshall County REMC	SLR electric	\$110.00 *1
Astbury Water Tech	Operater services	\$12,082.26 *2
Jones Petrie	billing services	\$4,338.55 *3
Jones Petrie	locate services	\$2,482.50 *3
Jones Petrie	engineering	\$0.00 *3
Jones Petrie	inspection services	\$1,530.00 *3
Jones Petrie	reimbursables	\$0.00 *3
Personnel Partners	staffing services	\$645.75
Shelley Bell	bookkeeping expenses	\$27.48
KLA	garbage services	\$400.00
Immense Impact	website services	\$738.45
	<b>Total claims</b>	<u><b>\$28,348.93</b></u>

Treasurer's Report continues on next page:

<b>* Footnotes to Claims:</b>			
<b>*1</b>	Preapproved for automatic payment.		
<b>*2</b>	Contract services plus SLR services plus numerous call-outs and grinder repairs.		
<b>*3</b>	Contract services.		
<b>Note 1:</b>	Receivable aging:		
	Current	\$44,080.46	
	30 days	\$8,226.00	
	60 days	\$2,571.56	
	90+	\$12,876.91	
	Lien	\$45,021.00	7.0% (percent of annual revenue)
	Total	\$112,775.93	
<b>Note 2:</b> The Treasurer recommends approval to pay all claims listed above.			

Mr. Weber thought the Lions' Club paid for the garbage pickup, but Mr. McKenna said the KLRSD pays for it because the Lions' Club mows the lawn and cares for the flower beds.

Mr. Warnke asked if the District was still considering a Rate Increase. Mr. McKenna wanted to put more thought into it.

There being no further questions or discussion, Mr. McKenna made the motion to accept the Treasurer's Report as presented, Mr. Weber seconded, and the Board unanimously approved.

Next, the meeting moved to discussion of JPR Billing. Ms. Ransbottom informed the Board she is training a new person for this.

Mr. Warnke asked about the 25 cent ACH fee and Ms. Ransbottom said she has not had residents complain about it. Ms. Ransbottom also explained policies for online credit card payments.

Ms. Ransbottom also pointed out that PO Boxes for JPR are now their South Bend office for billing.

Mr. McKenna noted there were two customers who had the same balance on their Marshall County Liens and Ms. Ransbottom told him she knew whose they were.

Mr. McKenna noted there seemed to be an unusually large batch of liens.

Ms. Ransbottom also noted that the Customer Connection updates were included on their report and that Mr. Matker's connection was completed.

Next, the Board discussed the Installation Issue of a new grinder. Ms. Ransbottom passed out three different quotes to the Board. Haskins and Thomas were both very close, however Hill was much less. Mr. Warnke felt two of the quotes were high and Mr. Armstead noted they seemed to be about \$4,000 over usual pricing.

Because Hill's quote was considerably lower, Mr. Warnke said he wanted to verify Hill has all the details accounted for and if everything is okay, he would like to move forward accepting this quote as soon as possible.

Mr. Warnke also told the Board the District has another install coming up unless there is a grinder station with open tap available.

Mr. Patrick, representing Hill, said they would coordinate with JPR.

JPR also has the quote from Covalen.

Mr. Warnke will need to contact the homeowner and we can always install before the homeowner needs the connection, so the grinder will be ready, but the District will only do so if the homeowner commits to installation.

Ms. Ransbottom said she would get together with Kenny Jones of JPR and Dan Fox of Astbury.

Mr. McKenna added that at the time of the final inspection, all permits, inspection fees, and such must be paid.

Ms. Ransbottom said she and Mr. Jones are looking into having an itemized Bid document.

Mr. McKenna made the motion to ratify the deduction of \$1500 for the new Grinder Station installation at 11311 E Circle Ave. Mr. McKenna noted that people connecting to existing grinders pay \$1500 connection fee, thus people investing in the equipment (new grinder) shouldn't have to pay for the \$1500 connection fee.

Mr. Warnke said that part of the debt service fee is for the treatment plant and part is for the grinder.

Mr. Armstead said that if there is a pre-existing grinder there, the District should charge a tap fee.

Mr. McKenna said that if we have to cut a stub into a station, the owner needs to pay that fee.

Mr. Weber feels the District should keep the \$1500 fee.

Mr. McKenna motioned to ratify the waiver of \$1500 for 11311 E Circle Ave. Being no second to the motion, the motion died.

Next, Mr. McKenna made the motion to ratify \$1500 deduction for new grinder station installation at 11311 E Circle Ave, Mr. Weber seconded. The Board voted with Mr. Armstead being the only opposing vote. This motion carried.

Mr. McKenna then made the motion to wave \$1500 fee for all new construction requiring new grinder stations, Mr. Armstead seconded. Ms. Wilsey and Mr. Weber were opposed, Mr. McKenna and Mr. Armstead approved and Mr. Warnke opposed.

Next was Astbury's report. Mr. Fox told the Board that callouts have been normal. He did add that on country roads, it seems like some water is getting in, so they are getting cameras to run through them this week.

Mr. Fox is working on the BFD shut downs at the CWP which include voltage drops and shutting down without a fault.

Mr. McKenna asked if there has been any change in maintenance and repairs as the District is near the end of our system's life expectancy. Mr. Fox said they are performing normal maintenance on pumps and he does not recommend new pumps at this point.

Mr. McKenna said that after 8 years, the District is still funding with operating funds. He does not feel the District needs a rate increase at this point to build up a "rainy day fund".

Mr. Fox said the blowers have a good life expectancy.

Mr. Weber asked about a pump on Pottawatomie, which had problems the previous year. Mr. Fox said there have been no alarms so far this year.

Mr. Weber said he believes the District should be cleaning grinders out at a rate of 1/3 of all grinders per year, at least to inspect them.

Mr. McKenna said to expect to pay between \$5,000 to \$8,000 to inspect between one quarter and one third of the grinder stations each year.

The Systems Manager reported everything was okay.

We do not currently have a Building Manager to report for Building Management.

We do not currently have a Contract Manager to give a report.

We do not currently have a Key Control Manager to give a report.

The P & P Committee reported that Mr. McKenna will start working on grinder installation P & P.

There was no Records Management report.

Under New Business, the Board announced it has a new website. Ms. Wilsey will ask the website company to link our old website to the new one, including moving the User Guide to the new website.

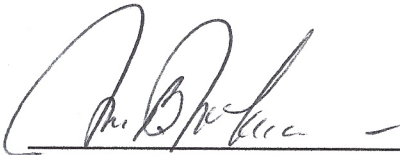
Mr. McKenna said he set up a GoDaddy account for auto-withdrawal to pay for the new website.

Mr. Warnke asked Mr. Fox to get a dollar amount for costs of checking grinders.


There being no further business to come before the Board, Mr. Armstead motioned for the meeting to be adjourned, Ms. Wilsey seconded, and the June 16th, 2020 Regular Meeting of the Koontz Lake Regional Sewer District Board of Trustees was adjourned at approximately 6:45 p.m. local Central Time.

Respectfully submitted by Shelley K. Bell, KLRSD Bookkeeper

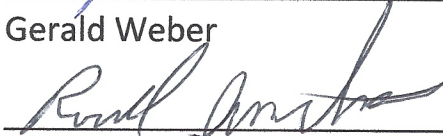
June 16<sup>th</sup>, 2020 Regular Board Meeting Minutes approved by:



Michael McKenna

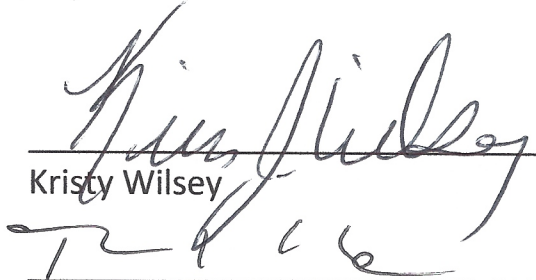


Gerald Weber



Ronald Armstead

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Kristy Wilsey



Paul Warnke

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