

# 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 21<sup>st</sup>, 2022

The June 21st, 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, Mike McKenna, Jerry Weber and Ron Armstead. Also present was Dan Fox of Astbury.

Mr. Jarnecke asked if there were any additions or corrections to the June 21<sup>st</sup>, 2022 Agenda. There being no additions or corrections, Mr. Warnke made the motion to approve the Agenda as posted, Mr. Armstead seconded and upon vote, the Board unanimously approved.

Next, Mr. Jarnecke asked if there were any additions or corrections to the May 17<sup>th</sup>, 2022 KLRSD Board Meeting Minutes. Mr. McKenna made the motion to approve the Minutes as presented, Mr. Warnke seconded, and upon vote, the Board unanimously approved.

For Nominations Committee, Mr. McKenna said he had been hoping to announce a nomination. Heather Hardy is looking forward to serving the Koontz Lake community. Mr. McKenna moved to nominate her. Mr. Warnke seconded. She will be asked to finish the remainder of the term, and the following year as well. The Board unanimously approved.

Mr. Jarnecke and Mr. Warnke have terms expiring at the end of 2022.

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

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**TREASURERS REPORT**

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**CASH**

1 <sup>st</sup> Source Bank Checking Account	
Balance as of April 30, 2022:	\$314,638.23
Checks, withdrawals, debits	-\$30,827.32
Service charges	-\$31.37
Deposits and credits	\$54,838.60
Interest earned	\$28.68
Statement balance as of May 31, 2022:	\$338,646.82
Checks written but not cleared	-\$44.96
Available balance in checking:	<u>\$338,601.86</u>
Certificates of Deposit:	<u>\$1,011,808.01</u>
<b>Total funds</b>	<b>\$1,350,409.87</b>

**RECEIVABLES**

Reported by JPR as of 4/15/2022 \$104,599.32 (see Note 1)

**CLAIMS**

The following invoices and claims are presented:

NIPSCO	CWP gas	\$61.94 *1
NIPSCO	CWP electric	\$4,200.34 *1
NIPSCO	OB gas & electric	\$161.67 *1
NIPSCO	CS grinder electric	\$1,442.95 *1
Republic Svcs	sludge hauling	\$2,124.87 *1
CenturyLink	Phone Svc	\$205.39 *1
Marshall County REMC	SLR electric	\$277.00 *1
Global Bizz Force	Check validation svc	\$59.99
Astbury Water Tech	Operater services	\$20,114.36 *3
Jones Petrie	billing services	\$0.00 *4
Jones Petrie	billing reimbursables	\$873.21 *4
Jones Petrie	locate services	\$3,970.00 *4
Jones Petrie	engineering	\$1,700.00 *4
Jones Petrie	inspection services	\$1,040.00 *4
Jones Petrie	reimbursables	\$9.57
Personnel Partners	staffing services	\$645.75
Jerry Weber	claim	\$155.64
Mike McKenna	claim	\$58.00
Shelley Bell	bookkeeping expenses	\$32.48
Koontz Lake Assoc	trash pickup	\$360.00
	<b>Total claims</b>	<b><u>\$37,493.16</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	\$53,271.42	
	30 days	\$3,454.35	
	60 days	\$1,843.97	
	90+	\$8,704.54	
	Lien	\$37,325.04	5.8% (percent of annual revenue)
	<u>Total</u>	<u>\$104,599.32</u>	

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

There were no questions or comments on the Treasurer's Report. The motion to approve all claims presented was made by Mr. McKenna and seconded by Mr. Warnke. Upon vote, the Board unanimously approved.

There was an appeal from a homeowner that does not have water services and would like a reduction in rates. The home is not being used and the well is not in service. Mr. McKenna made the motion to reduce the bill to \$35.00/month for debt service and asked that our compliance manager checks on the home once in a while to make sure nothing is in use. Mr. Warnke then made the motion to reduce this property to the debt service fee of \$35.00/month, Mr. McKenna seconded and upon vote, the Board unanimously approved.

Mr. McKenna will advise Jennifer Ransbottom and JPR Billing and the customer who made the request.

Mr. McKenna discussed with each Board Member to raise Shelley Bell's bookkeeping/administrative services by \$3.00/hour. Mr. McKenna made this a motion, Mr. Warnke seconded and upon vote, the Board unanimously approved.

There was nothing to report by Asset Management.

Mr. Jarnecke asked if there was an update on Covalen. There is no update at this time.

There was no discussion on JPR Billing and Engineering.

Mr. Fox told the Board the CWP is running great. He is still working with Glasco on the UV system but has not gotten a response from them at this time. He noted the District had trouble since the first of the year, but they are not wanting to move forward. Mr. Fox will contact Trojan to see if we might have better service with them as a vendor.

Mr. Fox also told the Board that he had a call from Hill Excavating while they were putting in a culvert. Hill Excavating had hit the power going to a grinder on County Line Road. This issue has been resolved. Mr. Warnke will discuss this with Kenny Jones of JPR to see if JPR or the District should pursue the issue with NIPSCO to be sure this problem does not happen again.

Mr. Jarnecke asked if the home had been connected. Mr. Fox replied he didn't think so, but would check on that as well as seeing if the home is being billed.

Mr. Fox told the Board he has been getting calls from the Swan Lake Lift Station. They had an alarm going off, but by the time someone is able to respond, the alarms have shut off. Mr. Fox visited the site and discovered that one of the discharge pipes was leaking and causing a low level alarm.

Mr. Fox reported they have been pretty quiet as far as alarms going off. No problems have been reported at restaurants or because of flushable wipes. The flow at SL is also up.

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Mr. McKenna asked Mr. Fox to check on the ItRound Truck.

For the Building Management, Mr. Armstead reported the garage is getting full. He added that the new pumps will make it even more crowded. These pumps will be swapped out fairly quickly. He suggested that storage for more pumps may occur as the KLRSD Board meeting space. Some can also go in the blower building. The new pumps can be stacked in their boxes, so we should be okay for storage.

Mr. McKenna reported that the Administration Building had a burglar alarm. It turned out the last code used was for Mr. Janovic of the Lions Club. The code will be changed. If there is another incident, it will result in pulling of Mr. Janovic's code. This was determined to be a false alarm with motion indicated in the Ladies Room. No signs of activity were found.

Mr. McKenna reported that the new cleaning lady did everything without water. The KLRSD Administration Building well is out and the well service replaces the switch, however, that did not solve the problem. Thursday, they will dig out the tank to determine the problem. The District is trying to determine where the bladder tank is. Mr. McKenna will check with individuals who may have been around when it was originally installed.

Mr. Jarnecke asked if we were still with Steve Kelly for the security system. There was some discussion of video security systems allowing remote monitoring.

Mr. Weber asked if the Lions would be responsible for helping with the well costs. It was suggested we take care of the cost due to the Lions giving us the land for the building.

Ms. Wilsey reported everything is updated for the summer season on the website.

For Compliance, Mr. Warnke reported that at some point the District will need to address Country Roads. He suggested that the rate change would be a good time to bring these issues up. The District might consider modifying how it charges restaurants.

For Contract Management, Mr. McKenna said he would like to update the agreement reflecting the current charges. Mr. Warnke made the motion to do this and Mr. McKenna seconded with the Board unanimously approving upon vote.

For Key Control, Mr. Jarnecke reported he will be sending out an update in July or August.

There was nothing to report by Records Management.

Mr. Fox told the Board he will also get padlocks for numerous boxes at Swan Lake.

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Mr. Fox also said he did not see where it said the Board meeting dates on the website. Ms. Wilsey will look into this.

Next, the Board discussed the Rate Ordinance. Mr. McKenna said that Mr. Jarnecke brought up ...Delete the word "CLASS 1" under article 2.1. There was also a misspelling of Mr. Jarnecke's name, which was corrected.

Mr. Warnke said that local restaurants are low on their seat counts. He believes that if the District does the rate ordinance, it must be enforced. He noted this will significantly increase the cost for Country Roads. This situation will require some investigation and further discussion.

Mr. McKenna reported that tonight was the introduction of the ordinance. The next step is to let the Attorney know. He will then publish in the newspaper three times. A public hearing will then occur at our August meeting. A note will also go on monthly bills. It will also go on the website. The August meeting will have a public hearing, allowing members of the public a certain amount of time to speak.

Mr. Jarnecke is asking that July is the major time to get the information out to the public.

Mr. Jarnecke will also ask JPR for a timely monthly report and updated information on the PIR.

Mr. Jarnecke will work on drafting something to explain to the community about what has been done and reasoning for the need of a rate increase.

Mr. Warnke made the motion to proceed with the Rate Ordinance, Mr. McKenna seconded, and upon vote the Board unanimously approved.

There was no Old Business.

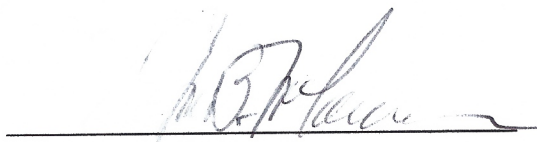
There was no New Business to discuss.

There being no further business to come before the Board, Mr. Warnke motioned for the meeting to be adjourned, Mr. McKenna seconded, and the June 21<sup>st</sup>, 2022 Regular Meeting of the Koontz Lake Regional Sewer District Board of Trustees was adjourned at approximately 6:50 p.m. local Central Time.

Respectfully submitted by Shelley K. Bell, KLRSD Bookkeeper who also would like to thank Ms. Kristy Wilsey for taking the notes during this meeting as she was unable to attend.

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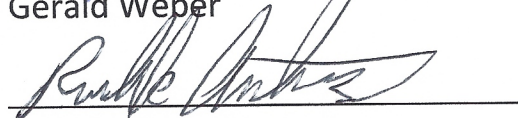
June 21<sup>st</sup>, 2022 Regular Board Meeting Minutes approved by:



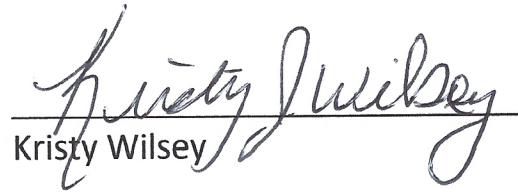
Michael McKenna



Gerald Weber



Ronald Armstead



Kristy Wilsey

Paul Warnke

Jeff Jarnecke

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