

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

April 20th, 2021

The April 20th, 2021 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, Jeff Jarnecke, Kristy Wilsey and Mike McKenna. Also present was Dan Fox of Astbury and Shelley Bell.

Mr. Warnke asked the Board if there were any additions or corrections with respect to the adoption of the April 20th, 2021. Mr. Jarnecke made the motion to approve the agenda as presented, Mr. Armstead seconded, and upon vote, the Board unanimously approved.

Next, Ms. Warnke asked if there were any additions or corrections to the September 15th, 2020 Board Meeting Minutes. Mr. Warnke made the motion to accept the September 15th, 2020 Minutes as presented, Mr. Jarnecke seconded and upon vote, all approved.

The Nominations Committee had nothing to report, however Mr. McKenna said he is looking into appointments. He believes three have been appointed or reappointed.

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

Treasurer's Report follows on next page:

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TREASURERS REPORT

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CASH

1 st Source Bank Checking Account		
Balance as of February 28, 2021:		\$249,259.08
Checks, withdrawals, debits		-\$38,065.11
Service charges		-\$36.92
Deposits and credits		\$63,207.65
Interest earned		\$21.94
Statement balance as of March 31, 2021:		\$274,386.64
Checks written but not cleared		
	Available balance in checking:	<u>\$274,386.64</u>
	Certificates of Deposit:	<u>\$988,293.01</u>
	Total funds	\$1,262,679.65

RECEIVABLES

Reported by JPR as of 4/17/2021 \$95,980.42 (see Note 1)

CLAIMS

The following invoices and claims are presented:

NIPSCO	CWP gas	\$80.98 *1
NIPSCO	CWP electric	\$4,473.20 *1
NIPSCO	OB gas & electric	\$156.07 *1
NIPSCO	CS grinder electric	\$1,497.17 *1
Republic Svcs	sludge hauling	\$4,077.06 *1
CenturyLink	Phone Svc	\$211.52 *1
Marshall County REMC	SLR electric	\$199.00 *1
CertaSite	fire extinguisher inspection	\$175.82
Strake County	ditch tax	\$12.48
Astbury Water Tech	Operater services	\$15,989.04 *2
Jones Petrie	billing services	\$4,261.80 *3
Jones Petrie	locate services	\$2,620.00 *3
Jones Petrie	engineering	\$1,426.25 *3
Jones Petrie	inspection services	\$0.00 *3
Jones Petrie	reimbursables	\$338.80 *3
Personnel Partners	staffing services	\$599.63
Universal Security	security services	\$135.00
Shelley Bell	bookkeeping expenses	\$27.48
	Total claims	<u>\$36,281.30</u>

*** Footnotes to Claims:**

- *1 Preapproved for automatic payment.
- *2 Contract services plus SLR services, numerous service calls and repairs.
- *3 Contract services.

Note 1: Receivable aging:	Current	\$44,647.66	
	30 days	\$203.57	
	60 days	-\$3,605.01	
	90+	\$5,421.35	
	Lien	\$49,312.85	7.7% (percent of annual revenue)
	Total	<u>\$95,980.42</u>	

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

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There was a brief discussion regarding the 2021 Business Plan with Mr. Jarnecke asking questions regarding the USDA numbers and Mr. McKenna clarifying.

Mr. Warnke asked about the Astbury charges, wanting to know if we were receiving them regularly. Mr. McKenna and Ms. Bell told the Board that this month we had two months' of regular Monthly operating charges and that it appears Astbury is sending invoices regularly.

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

Mr. McKenna also said he would prefer to table the Rate Analysis until all Board Members were able to attend. He added that the Rate Ordinances says the Board will watch rates and may call in a consultant when needed for outside study.

Mr. McKenna notified the Board that due to not having met in person the past six months' of Treasurer's Reports needed to be ratified. Mr. Warnke suggested voting for ratification of all of these months at the same time.

Mr. Jarnecke made the motion to accept all previous month's Treasurers Reports as presented, Mr. McKenna seconded, and upon vote all approved.

Note: The previous six months, the Board did not meet in person due to health concerns regarding the COVID-19 pandemic.

There was no Asset Management Report.

There was nothing to report or discuss regarding Billing and from our Engineers at JPR.

Mr. Fox gave the Operator's report for Astbury.

He discussed the grinders on Shipping Lane/Captain's Court where the pumps couldn't run. He added that three other grinders were also alarming at the same time.

Upon investigation, it was discovered there was a problem with the air relief valve. The tap was dug up and it didn't seat on the lateral, plus a different part was used creating a leaky tap. Mr. Fox said the tap could not pass inspection and notified Jennifer Ransbottom at JPR. It was discovered wipes were caught in the flow line.

Mr. Warnke asked if this situation had damaged the grinder pump. Mr. Fox said there have been four pumps that have had to be changed out in this area, after this. Mr. Warnke noted that the District has spent a lot of money on this. He added that JPR is not qualified to inspect this, only Mr. Fox is qualified to do so.

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Mr. Warnke said the District should have a firm policy, going forward, that only Mr. Dan Fox can inspect and that if JPR does it, they will be held financially responsible going forward.

Mr. Armstead reminded the Board that this whole situation could have been avoided if wipes were not used and disposed of in the sewer system. He stressed "NO WIPES!".

Mr. Warnke then discussed the property being worked on by McIntosh where the property is split into two lots. One property can tap into an existing grinder, however the other property needs a grinder. He looked into options and is going with a Type I grinder.

Mr. Warnke said that the District may have more new grinder installations in the Raycroft Subdivision.

Mr. Fox also told the Board there were no violations at the CWP this winter.

The Board discussed licensed grinder installers. Mr. Warnke noted that the District is not responsible for putting in the grinders. He added that the contractor must read the guidelines and follow the rules of installation and inspection. Also, JPR and Astbury need to follow up.

The Board next discussed a possible raw sewage issue on Tecumseh. Mr. Warnke said the Starke County Planning Commission had been notified. He said that it is planned for JPR and him to go out to the property on Thursday and if they find raw sewage, the owner will be put on a "pump and haul" requirement. The Board of Health would be going out also.

Mr. Warnke notified the Board we still have about 20 homes not connected within the District. Under Indiana law, the District could file suit against these properties.

The System Manager reported the CWP is working well. The District has 29 good used grinders in stock but have zero new ones.

Mr. Warnke asked Mr. Fox what number of new grinders the District should be getting soon. Mr. Fox recommended at least 20 as most pumps are now at 10-11 years old, at or past the expected life.

Mr. Warnke and Mr. McKenna both feel the District should have at least one complete grinder station in stock. Mr. Warnke added that if 20 grinders were ordered now, it may be August before they are available.

Mr. Jarnecke asked if the District should come up with a plan to replace grinders. Mr. Fox said he is able to rebuild some of them, giving them an extra 4-6 years of usage.

Mr. Fox noted that Wipes and strings and hair can get up in the seal and cause pump/motor water damage. He also recommended asking Covalen what costs there would be for extended warranties.

Mr. Jarnecke said the District should have at least 10 to 20 grinders on hand. Mr. Armstead noted that grinders have a life expectancy of 8 – 10 years and with rebuilds, that can stretch to 10 – 15 years. He also noted that a lightning strike could take out several at once.

Mr. McKenna noted that we have 29 pumps that can be used at a moment's notice.

Mr. Fox said that when they notice power flickering during a storm, they know that there will be at least 2 – 3 grinders going out due to power surges. When that happens, they are repaired. While they are out putting in the replacement grinder, the bottom is also checked.

Mr. Warnke recommended ordering 10 pumps and contacting Covalen regarding extended warranties. He also recommended Covalen coming out and giving the Board a presentation to help them better understand how to plan for replacing grinders.

Mr. Fox told the Board he is also noticing corrosion due to use of bleach and other cleaning agents.

Mr. Warnke said he would check on pricing on what Mr. Fox said the District will need and can ask about a complete station at the same time. Mr. Fox said the pump can always be used out of a complete station and a new pump put in it.

Mr. McKenna said we should also order a Duplex grinder station.

Mr. Warnke will do research and give a presentation at the next meeting.

Mr. McKenna said he was going to propose putting money into another CD, but due to the possibility of ordering more grinders, maybe we should wait.

The Building Manager reported having problems with security calls. A key will be issued to Mr. Armstead for the Administration Building. Mr. Warnke said to add him as a contact as well. Mr. McKenna said he would like all Board members to be available for emergency calls for security.

The Website Manager reported that there IS a notice regarding "NO WIPES" on the website. She is also going to check for the phone number on Grinder Alarms.

There was nothing to report by the Compliance Officer.

Mr. McKenna said he will contact our cleaning lady and let her know she can start cleaning again as we will be again using the building.

Mr. McKenna said he would send out Conflict of Interest and Internal Controls forms for all Board Members to sign and return to him.

The Key Control manager said he would send out requests for verification of the keys that are out.

The P & P Committee needs to look at new connection procedures and detail the process.

There being no further business to come before the Board, Mr. McKenna motioned for the meeting to be adjourned, Mr. Jarnecke seconded, and the April 20th, 2021 Regular Meeting of the Koontz Lake Regional Sewer District Board of Trustees was adjourned at approximately 6:00 p.m. local Central Time.

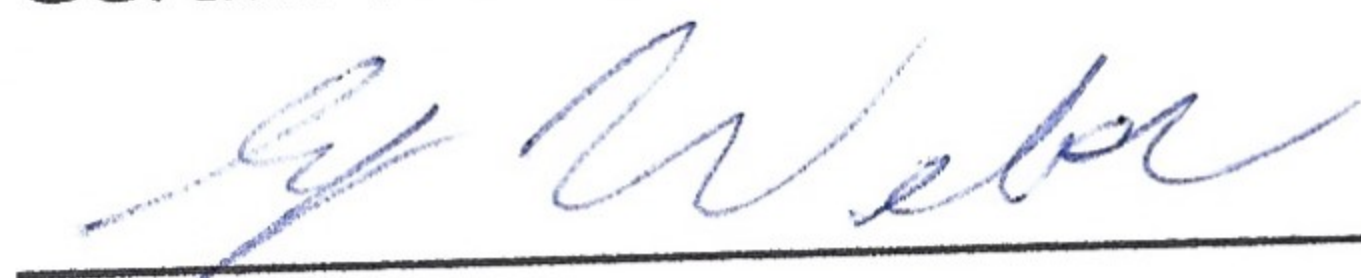
Respectfully submitted by Shelley K. Bell, KLRSD Bookkeeper

April 20th, 2021 Regular Board Meeting Minutes approved by:



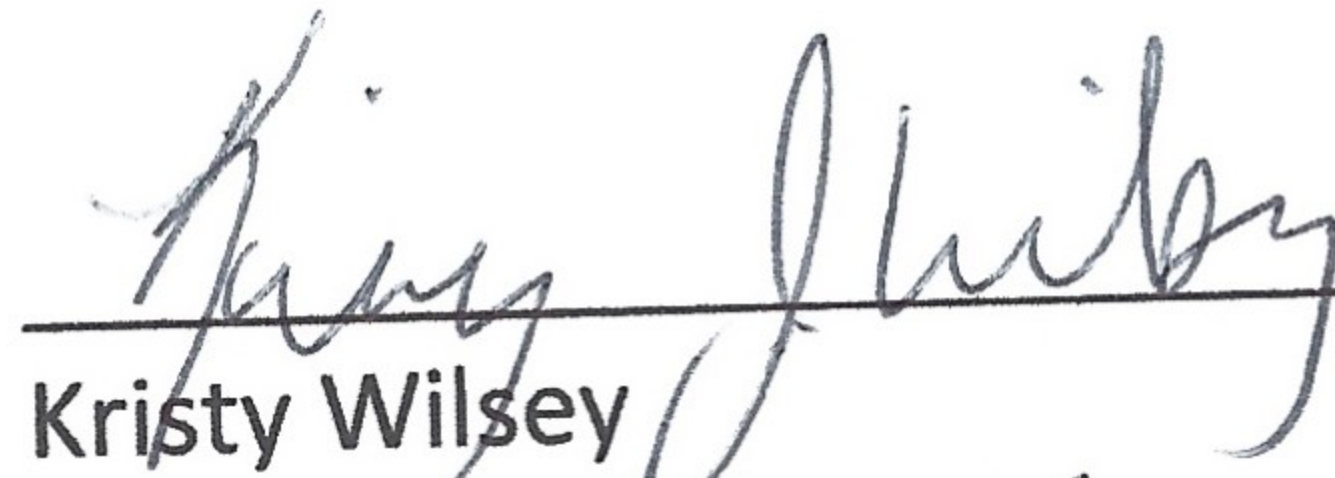
Michael McKenna

Gerald Weber




Ronald Armstead

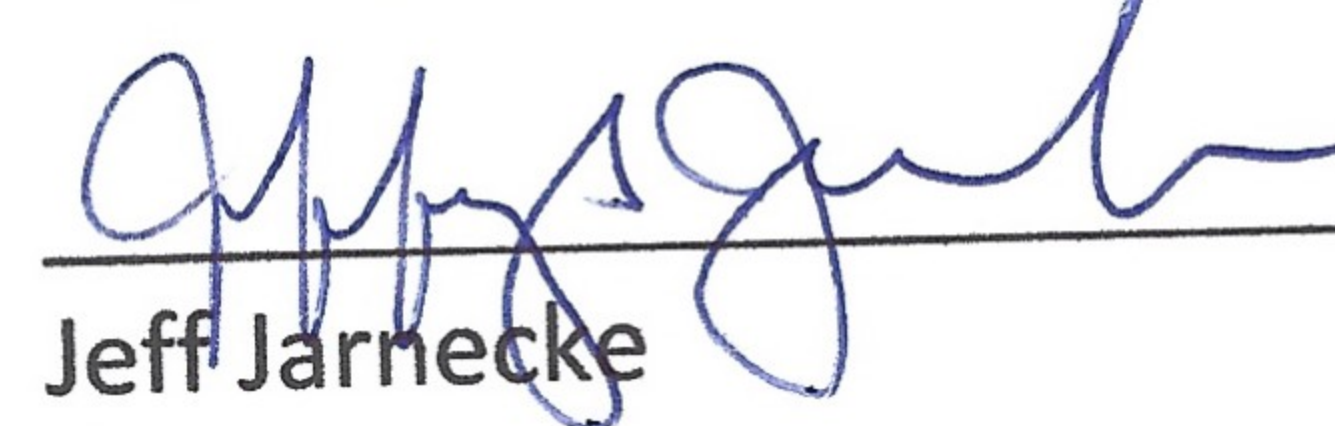




Kristy Wilsey



Paul Warnke



Jeff Jarnecke
