

# 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

July 20<sup>th</sup>, 2021

The July 20<sup>th</sup>, 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, Kristy Wilsey, Jeff Jarnecke, Jerry Weber and Mike McKenna. Also present were Josh Stark, 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 June 15<sup>th</sup>, 2021 Agenda. Mr. McKenna suggested to open the floor to Mr. Stark after approval of the agenda. Mr. Armstead then made the motion to approve the agenda as presented, Mr. McKenna seconded, and upon vote, the Board unanimously approved.

The meeting was opened for Mr. Stark to discuss his concerns. He told the Board he had drains backing up, and believing the problem was in the portion of the sewer connection that is his responsibility as the owner, he contacted Roto-Rooter but they had no luck in finding the problem. The bill for Roto-Rooter came to \$329.00 and Mr. Stark requested reimbursement for the cost, as it was later discovered the problem was with the grinder itself and the alarm not functioning to alert the owner.

Mr. Fox explained that Astbury had not been contacted until after Roto-Rooter had attempted the fix the problems.

Mr. Armstead suggested splitting the bill with Mr. Stark. Mr. Weber agreed with Mr. Armstead.

Mr. McKenna noted that it was the District's equipment that had failed, and with the alarm not functioning as it should have, the property owner would not have had notice that there was a problem with the grinder. Mr. McKenna felt it was a reasonable request and Ms. Wilsey agreed.

Mr. Jarnecke suggested paying up to the owner's property insurance deductible as per a previous somewhat similar case, and made the motion to reimburse Mr. Stark the \$329.00 to which Mr. McKenna seconded. Upon vote, Mr. Armstead and Mr. Weber both opposed while Mr. McKenna, Ms. Wilsey and Mr. Jarnecke approved. The motion was carried to reimburse Mr. Stark \$329.00.

Mr. Stark asked if there was a maintenance program the Board follows. Mr. Warnke told him we do have one in place. Mr. Fox told everyone that a power surge could have been responsible for knocking the grinder and alarm out.

Mr. Stark thanked the Board for the work they do and that he appreciated their approval. He added he feels the sewer system is great and is helping improve the lake quality.

Next, Mr. Warnke announced to the Board that Mr. Jarnecke had notified him he is resigning his position with the Board due to scheduling conflicts. Mr. Jarnecke is willing to continue serving until the end of this year, if needed. Mr. Warnke thanked Mr. Jarnecke for his service with the Board.

Next, Ms. Warnke asked if there were any additions or corrections to the June 15th, 2021 Board Meeting Minutes. Mr. McKenna made the motion to accept the June 15th Minutes as presented, Mr. Armstead seconded and upon vote, all approved.

Next, there was nothing to report by the Nomination Committee. Mr. McKenna said the Board now needs to look at finding two additional Board members.

Next was the Treasurer's Report. Mr. McKenna noted the Century Link due of \$710.00 was 2 to 3 times the usual charge. This was due to changes in their billing address causing the District to miss a payment. Mr. McKenna will follow up with Century Link/ Lumen to assure the District's account is corrected and all payments are up to date.

Mr. Warnke said he feels the District needs to spend some money on new equipment.

Mr. Jarnecke said he has a meeting with JPR tomorrow and agreed to follow up on the meeting with Mr. McKenna.

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

See Treasurer's Report on the following page:

**KOONTZ LAKE REGIONAL SEWER DISTRICT**

TREASURERS REPORT

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July 20, 2021

**CASH**

1<sup>st</sup> Source Bank Checking Account

Balance as of May 31, 2021:	\$302,778.75
Checks, withdrawals, debits	-\$10,028.03
Service charges	-\$41.12
Deposits and credits	\$64,305.71
Interest earned	\$27.87
Statement balance as of June 30, 2021:	\$357,043.18
Checks written but not cleared	-\$520.00
Available balance in checking:	<u>\$356,523.18</u>
Certificates of Deposit:	<u>\$992,518.79</u>
<b>Total funds</b>	<b>\$1,349,041.97</b>

**RECEIVABLES**

Reported by JPR as of 7/15/2021

\$100,144.72 (see Note 1)

**CLAIMS**

The following invoices and claims are presented:

NIPSCO	CWP gas	\$68.43 *1
NIPSCO	CWP electric	\$4,656.07 *1
NIPSCO	OB gas & electric	\$150.38 *1
NIPSCO	CS grinder electric	\$1,452.75 *1
Republic Svcs	sludge hauling	\$2,016.17 *1
CenturyLink	Phone Svc	\$710.40 *1
Marshall County REMC	SLR electric	\$304.00 *1
Astbury Water Tech	Operator services	\$29,626.42 *2
Jones Petrie	billing services	\$4,260.88 *3
Jones Petrie	locate services	\$2,450.00 *3
Jones Petrie	engineering	\$300.00 *3
Jones Petrie	inspection services	\$653.75 *3
Jones Petrie	reimbursables	\$440.00 *3
Personnel Partners	staffing services	\$615.00
Shelley Bell	bookkeeping expenses	\$27.48
Selective Insurance	fidelity ins	\$381.00
Cincinnati Insurance	insurance package	\$9,605.00
USPS	PO Box rent	\$76.00
Universal Security	security services	\$135.00
Rhonda Tomblin	cleaning svc	\$40.00
Ron Armstead	Board comp	\$147.00
Jerry Weber	Board comp	\$98.00
Kristy Wilsey	Board comp	\$147.00
	<b>Total claims</b>	<b><u>\$58,360.73</u></b>

\* Footnotes to Claims:

\*1 Preapproved for automatic payment.

\*2 Contract services plus SLR services, numerous service calls and repairs.

\*3 Contract services.

<b>Note 1:</b> Receivable aging:	Current	\$47,828.69	
	30 days	\$5,472.95	
	60 days	\$2,723.95	
	90+	\$9,874.66	
	Lien	\$34,244.47	5.3% (percent of annual revenue)
	Total	\$100,144.72	

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

There was no Asset Management Report.

Next was JPR Billing. Mr. McKenna noted that liens are piling up again and that some people flat out refuse to connect and/or not pay. Legally, the District can assess excessive fines, but these people don't pay to begin with.

Next, Mr. McKenna told the Board he would be talking with Kenny Jones of JPR tomorrow regarding sludge drying beds, storage, purchase of additional pumps and the State Grants that are available.

Discussing Astubury's report, Mr. Fox said he needs some replacement parts, including the #1 VFD unit needing to be replaced and has the AeroMod dollar amounts, including cost for a new PLC as the current one is nearing its end of life and has issues periodically. He discussed a Touch Screen that comes to approximately \$24,380.

Mr. Fox also discussed options using All Phase where the District could save approximately \$3000, but would still need to reprogram.

Mr. Fox also recommended using Square D because they have power surge protection that is better. Mr. Warnke agreed with going with Square D.

Mr. Fox answered questions regarding the usage and maintenance of timers and switching from PLC to timers. He told the Board he has confidence in running with timers alone.

Mr. McKenna was hesitant to lose control redundancy.

Mr. Fox told the Board the CWP is running at 39% capacity in the summer, except over July 4<sup>th</sup> where it was up to 60%.

Mr. Armstead motioned to find out the cost of timers and buy backups.

Mr. Fox will get prices of timers to approve the purchase.

Mr. McKenna reported on an accident that occurred in May 2020 where \$3,000 damage was reported and the insurance settlement offer from Geico. The homeowners paid out \$2,500 insurance claim, however the District was \$750 short. He wondered if the District should accept or reject the offer.

Mr. Warnke said he felt it would be cheaper to take the \$2,400, otherwise the District would have to retain counsel and sue them. Mr. Jarnecke added that we would need to pursue attorney fees and court costs as well.

Ms. Wilsey made the motion to accept Geico's offer, Mr. McKenna seconded, and upon vote the Board unanimously approved.

Mr. Fox said the Forcemain break was taken care of and the ARV was replaced. He added that Haskin's keeps ARVs in stock. Mr. McKenna told the Board that the folks involved with the Forcemain rupture were very complimentary to Astubury's crews.

Mr. Fox said that Swan Lake was busy and returning to more normal flows. He suggested increasing the sampling to once per week for a couple of months to verify the results we are getting are accurate.

Mr. Fox also told the Board Swan Lake had been getting a few odor complaints, coming from the lift station. After speaking with Mr. Gonce at Swan Lake, he believes the odors seem to be noticed when there is an increase in activity on the weekends. He gave Swan Lake a list of suggestions to deal with the odor concerns.

There was nothing to report by the System Manager other than the District needed to remind Astbury to repair pumps and clean the plant. Mr. Weber said he had recently mowed.

For the Building Manager Report, Mr. McKenna told the Board he has a cleaning lady coming in and that she's doing a good job.

The Website Manager had nothing new to report.

There was nothing to report by the Compliance Officer.

There was nothing to report by the Contract Control.

There was nothing to report by Key Control.

The P & P Committee had nothing to report.

There was nothing to report by Records Management.

There was nothing to discuss under Old Business.

There was nothing to discuss under New Business.

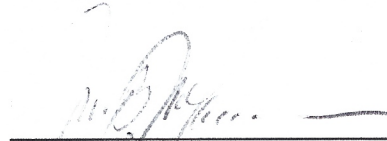
Mr. McKenna reported that the Alliance Rural Water and IRSDA conference is October 20<sup>th</sup>, 2021 and he and Mr. Warnke want to attend. Mr. McKenna requested permission to stay overnight with the District picking up the charges for room and registration.


Mr. Fox also reported that Astbury is still looking at the Sludge situation and that the District might be money ahead if it puts another digester with aeration to dewater even more. This would reduce organics and reduce sludge volume.

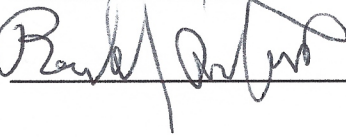
There being no further business to come before the Board, Mr. Warnke motioned for the meeting to be adjourned, Mr. Armstead seconded, and the July 20<sup>th</sup>, 2021 Regular Meeting of the Koontz Lake Regional Sewer District Board of Trustees was adjourned at approximately 6:30 p.m. local Central Time.

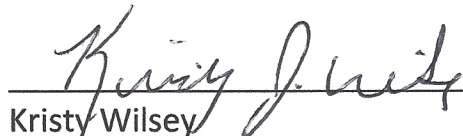
Respectfully submitted by Shelley K. Bell, KLRSD Bookkeeper


July 20<sup>th</sup>, 2021 Regular Board Meeting Minutes approved by:

  
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Michael McKenna

  
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Gerald Weber

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Ronald Armstead  
  
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Kristy Wilsey

  
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Paul Warnke

  
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Jeff J. Necke

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