

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 21st, 2020

The July 21, 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 Jeff Jarnecke, 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 July 21st, 2020 Agenda. Mr. McKenna made the motion to approve the agenda as presented, Mr. Armstead seconded, and upon vote, the Board unanimously approved.

Next, Mr. Warnke asked if there were any additions or corrections to the June 16th, 2020 KLRSD Board Meeting Minutes. Mr. Armstead made the motion to approve the Minutes as presented, Mr. Jarnecke seconded, and upon vote, the Board unanimously approved.

Next, the Board Meeting moved to the Nominations Committee report. Mr. McKenna told the Board that Mr. Jarnecke had been ~~approved for nomination~~ by the Oregon Township Supervisory Board.

appointed to the Board
Ms. Wilsey led Mr. Jarnecke in the Oath of Office.

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

Treasurer's Report follows on next page:

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KOONTZ LAKE REGIONAL SEWER DISTRICT

TREASURERS REPORT

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CASH

1 st Source Bank Checking Account		
Balance as of May 31, 2020:		\$233,322.59
Checks, withdrawals, debits		-\$28,626.58
Service charges		-\$21.40
Deposits and credits		\$75,993.83
Interest earned		\$21.86
Statement balance as of June 30, 2020:		\$280,690.30
Checks written but not cleared		-\$427.48
	Available balance in checking:	<u>\$280,262.82</u>
	Certificates of Deposit:	<u>\$982,272.62</u>
	Total funds	<u>\$1,262,535.44</u>

RECEIVABLES

Reported by JPR as of 6/13/2020

\$101,232.93 (see Note 1)

CLAIMS

The following invoices and claims are presented:

NIPSCO	CWP gas	\$64.41 *1
NIPSCO	CWP electric	\$4,321.64 *1
NIPSCO	OB gas & electric	\$121.86 *1
NIPSCO	CS grinder electric	\$1,424.11 *1
Republic Svcs	sludge hauling	\$1,487.71 *1
CenturyLink	Phone Svc	\$195.92 *1
Marshall County REMC	SLR electric	\$140.00 *1
Astbury Water Tech	Operater services	\$5,818.30 *2
Jones Petrie	billing services	\$4,306.43 *3
Jones Petrie	locate services	\$2,097.50 *3
Jones Petrie	engineering	\$402.75 *3
Jones Petrie	inspection services	\$0.00 *3
Jones Petrie	reimbursables	\$0.00 *3
USPS	box rental	\$76.00
Personnel Partners	staffing services	\$707.25
Universal Security	security svc	\$135.00
IUPPS	locate svc	\$108.30
Shelley Bell	bookkeeping expenses	\$97.73
Dan Pisarek	claim	\$8.99
Mike McKenna	claim	\$149.56
Selective Ins	Crime Policy	\$381.00
Cincinnati Ins	Insurance package	\$9,605.00
	Total claims	<u>\$31,649.46</u>

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* Footnotes to Claims:			
*1	Preapproved for automatic payment.		
*2	Contract services plus SLR services		
*3	Contract services.		
Note 1: Receivable aging:	Current	\$44,080.46	
	30 days	\$8,226.00	
	60 days	\$2,571.56	
	90+	\$12,876.91	
	Lien	\$33,478.00	5.2% (percent of annual revenue)
	Total	\$101,232.93	
*Receivables are from the June report with LIENS reduced by payment of \$11543 from the Counties in July			
Note 2: The Treasurer recommends approval to pay all claims listed above.			

Mr. McKenna noted that the numbers for JPR included \$4,200 worth of credits for the Matker situation.

Mr. Armstead asked about the Board Compensation for this quarter. Mr. McKenna said he will include it on next month's payments.

Mr. Jarnecke asked if the liens are at a normal amount. Mr. McKenna answered that they are, and that they usually run at about 5%. He added that \$11,000 of liens came in as well as having received a check for \$2,900 tonight.

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

There was nothing to report under Asset Management.

Next was discussion of the JPR Report. Mr. Warnke asked Mr. Fox if he had anything to report about the house that had been having leaks last fall, and Mr. Fox replied they have not had any reports of leakage this year.

Next was Astbury's Report. Mr. Fox told the Board that Influent auto screen is in need of repair/replacement as the unit is wearing out due to rust. He priced the parts for this unit last fall and the price of the unit was not much more than the parts to fix this one. Since that time, the sides and brackets have rusted through in places. Last year's price for a new unit was about \$14,000. He added that this particular design is no longer made.

Mr. Warnke asked how much a fabrication shop would charge to create one. Mr. Fox said he recommends it be stainless steel. He said he would check with IT Equipment in Plymouth to see if they would be interested in fabricating a screen for us.

When asked if we could run without a screen, Mr. Fox said it would be a possibility, but we would just need to clean the aerators more frequently. The current screen fills about a 5-gallon bucket each week.

He added that lead time for a replacement of what we currently have is approximately 8 to 12 weeks.

Mr. Warnke suggested we pursue the possibility to have one fabricated.

Mr. McKenna asked what amount of manpower is required to clean the aerators. Mr. Fox said that it would take a couple of guys part of the day about every two months. He added that a lot of plants don't even have a screen. Mr. McKenna said he doesn't want to just dump manpower into cleaning the aerators to get the cleaning done.

When Mr. Armstead suggested using aluminum to make the screen, Mr. Fox said that because Hydrogen Sulfate was used, it would be too corrosive.

Next, the System Manager reported everything was okay.

As we have no current Building Manager, Mr. McKenna and Mr. Warnke will handle this for the time being.

For Contract Administrator, Mr. McKenna reported sending a note to Tom Astbury to see if we need a renewal contract.

Mr. McKenna also told the Board that our contract with JPR has expired. He has talked to Kenny Jones of JPR, who agreed to do an easy extension of the newly expired contract for one year by KLRSD submitting a written request for this. Mr. McKenna feels the JPR contract is a good thing, as did Mr. Jarnecke. Mr. McKenna made the motion to extend the contract with JPR under current terms, Mr. Armstead seconded and the Board unanimously approved.

Mr. McKenna will write the letter requesting the one year extension with JPR.

Mr. McKenna also reported that H & G have agreements of \$590 for CWP and \$490 for Swan Lake lift station for one year service agreements. Mr. Weber made the motion to accept these agreements, Mr. Armstead seconded and the Board unanimously approved.

As we did not have a current Key Control Administrator, Mr. Jarnecke agreed to take over this position. Mr. McKenna explained that we have a written policy that explains how everything should be handled for key control.

Next, for the P&P Committee, Mr. McKenna mentioned he would like to add two additional Task Managers to our current list.

- Web Administrator – to be in charge of seeing things are posted to the website as well as any notices. Mr. McKenna recommends Ms. Wilsey (or current Secretary) take this position. Ms. Wilsey agreed to handle this.
- Compliance Officer – to be in charge of follow-up ensuring connections and ordinance compliance are followed. Currently, the Board has been relying on Ms. Ransbottom's (of JPR) reports. Mr. McKenna suggested having Mr. Warnke take this position, and Mr. Warnke volunteered to do so.

Next, Mr. McKenna told the Board he feels the \$100 deposit, which had been added to the policy when handing out keys, should be removed. Mr. McKenna made the motion to strike the \$100 key deposit from the Key Policy, Mr. Jarnecke seconded, and the Board unanimously approved.

There was nothing to report or discuss under Old Business.

New Business discussed was regarding Sludge Drying Beds. Mr. Armstead told the Board we might want to look into doing this instead of paying to have the sludge hauled away. He would recommend using two - 12 ft by 42 ft beds. He added that farmers and homeowners might be interested in utilizing it.

Mr. McKenna noted that we currently pay about \$15,000 each year to have sludge hauled away from the CWP.

Mr. Warnke suggested having JPR do a study regarding the feasibility of doing this.

Mr. Fox told the Board that New Paris still uses Reed Beds for drying beds. He said they work for about 5 or 6 years before they dig them out.

Mr. Warnke wants to see what benefits would be, how much it would cost to set this up and maintain it, etc. Mr. McKenna also wants to check regulatory requirements.

Mr. Fox said he did know that we would need a land application permit. He told the Board that even if you stock-pile the sludge, it will continue to decompose. He added that by adding a polymer to the sludge, it is usually a matter of 2 weeks for it to dry.

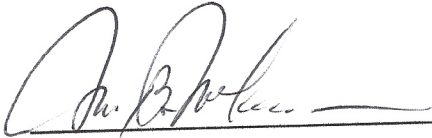
When asked about there being any odor, Mr. Fox said unless one is very close to it, there is very little odor.

Mr. Warnke said the Board will look into this possibility.

There being no further business to come before the Board, Mr. McKenna motioned for the meeting to be adjourned, Mr. Weber seconded, and the July 21st, 2020 Regular Meeting of the Koontz Lake Regional Sewer District Board of Trustees was adjourned at approximately 6:05 p.m. local Central Time.

Respectfully submitted by Shelley K. Bell, KLRSD Bookkeeper

July 21st, 2020 Regular Board Meeting Minutes approved by:



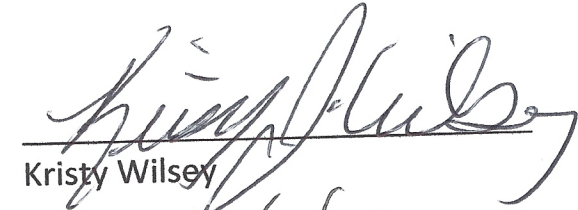
Michael McKenna



Gerald Weber



Ronald Armstead



Kristy Wilsey



Paul Warnke



Jeff Warnke