

# 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

May 19<sup>th</sup>, 2020

The May 19<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 Jerry Weber. Other board members present were: Ron Armstead, Kristy Wilsey, Paul Warnke and Mike McKenna. Also present were Kenny Jones of JPR, Jeff Jarnecke, Paul and Debbie Matker and Shelley Bell.

Mr. Weber asked the Board if there were any additions or corrections with respect to the adoption of the May 19<sup>th</sup>, 2020 Agenda. Mr. McKenna made the motion to approve the agenda as presented, Mr. Warnke seconded, and upon vote, the Board unanimously approved.

Next, Mr. Weber asked if there were any additions or corrections to the February 18<sup>th</sup>, 2020 KLRSD Board Meeting Minutes. Mr. Warnke made the motion to approve the Minutes as presented, Mr. McKenna seconded, and upon vote, the Board unanimously approved.

**\*\* NOTE: The Board did not meet in the months of March and April due to the COVID-19 precautions recommended by the State.**

Next, the meeting was opened to discussion regarding the installation for Paul Matker. Mr. Matker told the Board he was there with the goal for a resolution to his concerns regarding the bill for his installation. He felt he had been charged excessively for the project. He explained to the Board the steps he had taken to get the best estimate for the work, including talking with JPR's engineers who explained permits, costs, installation, etc.

Mr. Jones had informed the Board of the steps he had taken to get bids for this project as well as looking into options.

Mr. Matker told the Board he felt he was taken advantage of and that he had been left with believing he had no other option than to accept the single bidder to do the work. He believes the price was excessive and when he had talked to Mike McKenna about it, Mr. McKenna had agreed but did not know why it was so.

Mr. Warnke asked Mr. Matker what he was looking for from the Board. Mr. Matker said he just wants a fair price.

Mr. Warnke told Mr. Matker the Board would do some research into this and see what can be done.

Mr. Jones added that, when comparing pricing/quotes, one must keep in mind the timing of the market for said work, as this will affect construction jobs and can make a large difference between pricing of similar works.

Next, the Board Meeting moved to the Nominations Committee report. Mr. McKenna introduced Jeff Jarnecke who is interested in joining the Board but they are waiting for the Oregon Township Supervisory Board to respond to the request for nomination.

Mr. McKenna also said he would like to get an Acting President and Acting Secretary elected to finish off the current year, until August's Annual Board Meeting where officers are elected.

The floor was opened to nominations for Acting President. Mr. Weber nominated Mr. Paul Warnke. There were no other nominations. Next, Mr. McKenna made the motion to accept Mr. Warnke as Acting President, Ms. Wilsey seconded, and upon vote, the Board unanimously approved.

Next, the Floor was opened to nominations for Acting Secretary. Mr. Weber nominated Ms. Kristy Wilsey. There were no other nominations. Mr. Weber made the motion to accept Ms. Wilsey as the Acting Secretary, Mr. McKenna seconded, and upon vote, the Board unanimously approved.

The nominations and voting for the open positions (Acting President and Acting Secretary) were filled and closed.

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

He noted his recommendation of \$50,000 in another CD investment. He added that he always leaves \$250,000 in the account for current use.

The Treasurer's Report is on the following page:

**KOONTZ LAKE REGIONAL SEWER DISTRICT**

TREASURERS REPORT

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May 19, 2020

**CASH**

1 <sup>st</sup> Source Bank Checking Account		
Balance as of March 31, 2020:		\$248,315.88
Checks, withdrawals, debits		-\$41,474.10
Service charges		-\$41.36
Deposits and credits		\$63,697.64
Interest earned		\$22.47
Statement balance as of April 30, 2020:		\$270,520.53
Checks written but not cleared		-\$82.44
	Available balance in checking:	<u>\$270,438.09</u>
	Certificates of Deposit:	<u>\$929,671.45</u>
	<b>Total funds</b>	<b>\$1,200,109.54</b>

**RECEIVABLES**

Reported by JPR as of 5/16/2020 \$106,002.43 (see Note 1)

**CLAIMS**

The following invoices and claims are presented:

NIPSCO	CWP gas	\$67.71 *1
NIPSCO	CWP electric	\$5,063.79 *1
NIPSCO	OB gas & electric	\$130.87 *1
NIPSCO	CS grinder electric	\$1,424.11 *1
Republic Svcs	sludge hauling	\$3,305.21 *1
CenturyLink	Phone Svc	\$195.70 *1
Marshall County REMC	SLR electric	\$125.00 *1
Astbury Water Tech	Operator services	\$5,818.30 *2
Jones Petrie	billing services	\$4,922.46 *3
Jones Petrie	locate services	\$1,677.50 *3
Jones Petrie	engineering	\$0.00 *3
Jones Petrie	inspection services	\$1,423.75 *3
Jones Petrie	reimbursables	\$345.00 *3
Personnel Partners	staffing services	\$522.75
Shelley Bell	bookkeeping expenses	\$27.48
UIPPS	locate services	\$42.75
Jerry Weber	claim	\$17.44
Siegle/Elam	refund	\$55.02
	<b>Total claims</b>	<b><u>\$25,164.84</u></b>

\* Footnotes to Claims:

- \*1 Preapproved for automatic payment.
- \*2 Contract services plus SLR services plus numerous call-outs and grinder repairs.
- \*3 Contract services.

<b>Note 1:</b> Receivable aging:	Current	\$44,002.47	
	30 days	\$6,750.06	
	60 days	\$697.59	
	90+	\$11,632.62	
	Lien	\$42,919.69	6.7% (percent of annual revenue)
	<b>Total</b>	<b>\$106,002.43</b>	

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

**Note 3:** The Treasurer recommends a \$50,000 CD investment from surplus checking funds.



Mr. Armstead made the motion to accept the Treasurer's Report as presented, Mr. Weber seconded, and upon vote, the Board unanimously approved.

There was nothing to report by the Asset Management committee.

There was no discussion regarding JPR billing and engineering report.

A report had not been received from Astbury, therefore there was no discussion. Mr. Warnke said he would be talking with Dan Fox of Astbury on Wednesday.

Mr. McKenna did make note that the District got the NDPS Permit draft to be issued in a couple of months.

Mr. Weber said he would like copies of all of everything Mr. Fox sends in for the application.

The System Manager said everything was okay. Mr. Weber said he had fixed the fence and post.

There were no reports for:

- Building Manager
- Key Control
- Contract Manager
- P & P Committee

Mr. Warnke said the Board needs to renew all of these positions.

Under Old Business, Mr. Weber asked if anyone was using the building now. Mr. McKenna said 4-H, the Lions Club, and the Koontz Lake Conservancy were using it.

He then asked about the Indemnity Agreement and Mr. McKenna replied that the Board had tabled it but they should take care of it next month.

The Board was notified the Mr. Buza, who had been providing the website service, had passed away. Members mentioned their condolences to his family and how he will be missed.

The Board realizes they need to look for a new website manager/provider.

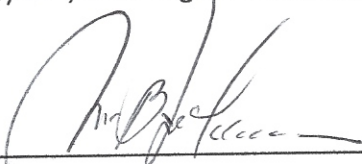
Mr. Jones of JPR recommended the Board pay Thomas Excavating for the bill that had not yet been paid regarding Mr. Matker's property. Mr. Warnke suggested Mr. McKenna requesting a refund or rebate for a portion of the bill. Mr. Jones also said he could verify additional materials other than those provided with the E-One Pump, but nothing as much as \$4200 which shows on the bill. Mr. Weber suggested getting an itemized list with items and pricing.

The Board as well as Mr. Jones, of JPR, agreed that the installation problems with Mr. Mather's property could have been handled better and he and Mr. McKenna will review the situation and see what can be put in place to provide better service to the KLRSD service area customers.


There being no further business to come before the Board, Mr. McKenna motioned for the meeting to be adjourned, Mr. Weber seconded, and the May 19<sup>th</sup>, 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

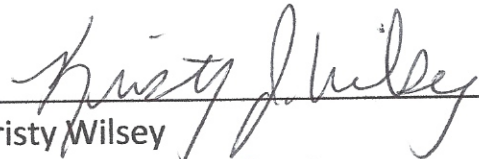
May 19<sup>th</sup>, 2020 Regular Board Meeting Minutes approved by:

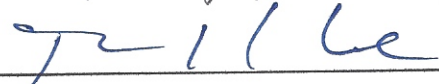
  
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Michael McKenna

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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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