

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

October 19th, 2021

The October 19th, 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 Jeff Jarnecke. Other board members present were: Jerry Weber, Kristy Wilsey, and Mike McKenna. Also present were Dan Fox of Astbury and Shelley Bell.

Mr. Jarnecke requested the addition of a New Business item: JPR Contract Extension be added to the agenda, then he asked the Board if there were any other additions or corrections with respect to the adoption of the October 19th, 2021 Agenda. Mr. McKenna made the motion to approve the agenda as amended, Mr. Weber seconded, and upon vote, the Board unanimously approved.

Next, Mr. Jarnecke asked if there were any additions or corrections to the September 21st, 2021 KLRSD Board Meeting Minutes. Mr. McKenna made the motion to approve the Minutes as presented, Mr. Weber seconded, and upon vote, the Board unanimously approved.

The Nominations Committee reported that Mr. Warnke had presented a name for a possible Board member from Starke County. Mr. McKenna said he will follow up on this.

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 August 31, 2021:		\$256,257.86
Checks, withdrawals, debits		-\$44,127.02
Service charges		-\$42.28
Deposits and credits		\$56,404.03
Interest earned		\$23.69
Statement balance as of September 30, 2021:		\$268,516.28
Checks written but not cleared		-\$374.81
Available balance in checking:		<u>\$268,141.47</u>
Certificates of Deposit:		<u>\$995,372.27</u>
Total funds		<u>\$1,263,513.74</u>

RECEIVABLES

Reported by JPR as of 10/18/2021 \$88,281.94 (see Note 1)

CLAIMS

The following invoices and claims are presented:

NIPSCO	CWP gas	\$67.76 *1
NIPSCO	CWP electric	\$5,206.23 *1
NIPSCO	OB gas & electric	\$148.98 *1
NIPSCO	CS grinder electric	\$1,315.25 *1
Republic Svcs	sludge hauling	\$2,031.90 *1
CenturyLink	Phone Svc	\$243.89 *1
Marshall County REMC	SLR electric	\$270.00 *1
USPS	postage	\$98.00 *2
Astbury Water Tech	Operator services	\$3,972.30 *3
Jones Petrie	billing services	\$4,343.27 *4
Jones Petrie	locate services	\$1,472.50 *4
Jones Petrie	engineering	\$635.00 *4
Jones Petrie	inspection services	\$827.50 *4
Jones Petrie	PIR partial payment	\$300.00 *4
Personnel Partners	staffing services	\$645.75
Shelley Bell	bookkeeping expenses	\$27.48
Universal Security	security services	\$135.00
IUPPS	locate services	\$64.60
Rhonda Tomblin	cleaning services	\$79.95
	Total claims	<u>\$21,885.36</u>

*** Footnotes to Claims:**

*1 Preapproved for automatic payment.

*2 Debit Card

*3 Contract services plus SLR services, numerous service calls and repairs. Includes \$1770.95 credit for Gieco insurance claim payment.

*4 Contract services.

Note 1: Receivable aging:	Current	\$32,316.18	
	30 days	\$5,043.81	
	60 days	\$2,700.36	
	90+	\$17,657.31	
	Lien	\$30,564.28	4.8% (percent of annual revenue)
	Total	<u>\$88,281.94</u>	

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

Mr. McKenna noted that Astbury's charges appeared unusually low due to the District having received a \$1,770 check from Geico Insurance made out to Astbury. Astbury then gave the District a credit of that amount towards our account.

Mr. McKenna also noted there was a charge on the District's Debit Card for USPS for postage.

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 upon vote, the Board unanimously approved.

There was nothing to report by the Asset Management.

For JPR's Report, a customer had contacted JPR wanting to know if they could lower their grinder pump, due to an addition where, if the grinder pump was lowered, an ejector pump would not be needed. JPR is waiting for the customer to contact them once the customer has the finished floor elevation number and then JPR can determine if the pump can be lowered.

Mr. McKenna told the Board that JPR has started some movement on the PIR and we've been billed approximately 2%. This project is expected to be completed in approximately 90 days.

There was no Astbury Report, however Mr. Fox told the Board the VFD was up and running on the blower. He also met with JPR and went over the operation of the CWP and what they would be looking at. He said they are getting ready for winter and have caught up with pump repairs with five pumps to scrap and four remaining to be fixed. He added that only 6 to 7 have been scrapped over 10 years.

Mr. Fox told the Board the Astbury contract will come up in April. He said there may be a possible increase in January 2022.

Mr. Fox also said they have been having a lower amount of call outs lately, adding that there have been no call outs due to flushable wipes being caught in the grinder pits. He added that there have been a few instances where toilets were not flushing but it was found the problem was in the lateral lines, not the grinders.

Mr. Jarnecke asked if they would have room for the 11 pumps when they came in and Mr. McKenna answered that we only ordered cores. Mr. Fox told the Board that if anything is still good on scrapped cores, they are pulled off and used as replacement parts.

The System Manager reported everything was going well adding that batteries were replaced in the motion detectors and outside lights had been checked. The lawn was also mowed.

The Building Manager reported the cleaning lady was continuing to do a good job and there were not maintenance or repair items this month.

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Mr. Jarnecke asked who is called when the security alarm goes off and Mr. McKenna said either he or Paul is contacted.

The Website Manager reported things are looking good.

There was no report by the Compliance Officer

There was nothing to report by the Contract Administrator.

There was no report by the Key Control Administrator.

There was nothing to report by the P & P Committee.

There was nothing to report for Records Management.

There was nothing to discuss under Old Business.

Next, the Board moved to discussion of New Business. Mr. Jarnecke said the government had said that during meetings, the non-attending persons must be seen and heard for votes to count (during COVID).

Mr. McKenna said we could see what Century Link could do for an internet setup for the Administration Building. Mr. Jarnecke said he would follow up with Century Link and Mediacom and Four-Way as well. Mr. McKenna said we only need this availability for four to five months of the year and that we might be able to put this service "on hold" with a reduced price during months it is not needed.

Mr. Jarnecke asked if there were any other groups using the building that might have an interest in the availability of internet that might share the cost. Mr. McKenna suggested checking with Marty Wolf for the Conservancy District.

Mr. Jarnecke said he estimates a total cost of \$1,100 to \$1,200 for the equipment needed to conduct the meetings with online visual and audio capabilities for Board members not attending in person.

Next, the Board discussed an extension for JPR's contract. Mr. McKenna said it would be nice to have it for the next three years, with the understanding that some of the current prices may go up but they are mostly due to billing charges. He feels these raises are reasonable and is okay with a basic contract.

Mr. Jarnecke suggested adding clauses to handle situations should JPR be sold/merged/ or acquired where JPR would advocate on our behalf to hold to terms and agreements; a Survival on Merger or Acquisition. Mr. McKenna feels this is something the District can have JPR write into the contract.

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Mr. McKenna said for now, our current contract goes on as is and agrees to waiting on signing the contract.

There was discussion of increasing the insurance coverage of JPR from One-Million Dollars to Two-Million Dollars. Mr. McKenna feels this is more of a performance bond.

Mr. Jarnecke said the District might request contracts with two year terms, but Mr. McKenna said that every time a contract comes up it is open to increased costs. Mr. McKenna prefers a three year contract with an additional two year option. Mr. Jarnecke agreed this sounds like a good idea.

Mr. Jarnecke said he want to continue pushing JPR from paper billing to online access billing. He suggested being able to go to JPR's website to request paperless billing. Mr. McKenna will look into this as he is being billed paperless.

Mr. Jarnecke asked if Mr. McKenna felt he would like help with Treasurer's assistance and Mr. McKenna told him he is okay as is for now.

Mr. Jarnecke asked if we should consider Not-To-Exceed numbers for monthly charges. Mr. McKenna said all charges are specified in JPR's contract and feels we don't need any contract negotiations for this right now.

Mr. McKenna said he would contact Kenny Jones at JPR regarding adding Survival on Acquisition clause to the proposed contract and then to re-present it at the next meeting.

There being no further business to come before the Board, Mr. McKenna motioned for the meeting to be adjourned, Mr. Weber seconded, and the October 19th, 2021 Regular Meeting of the Koontz Lake Regional Sewer District Board of Trustees was adjourned at approximately 6:25 p.m. local Central Time.

Respectfully submitted by Shelley K. Bell, KLRSB Bookkeeper

October 19th, 2021 Regular Board Meeting Minutes approved by:

Michael McKenna



Gerald Weber



Ronald Armstead

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Kristy Wilsey



Paul Warnke



Jeff Jarnecke