

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

September 21st, 2021

The September 21st, 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: Ron Armstead, Kristy Wilsey, and Mike McKenna. Also present were Dan Fox of Astbury and Shelley Bell.

Mr. Jarnecke asked the Board if there were any additions or corrections with respect to the adoption of the September 21st, 2021 Agenda. Mr. McKenna made the motion to approve the agenda as presented, Mr. Armstead seconded, and upon vote, the Board unanimously approved.

Next, Ms. Wilsey asked if there were any additions or corrections to the August 17th, 2021 KLRSD Board Meeting Minutes. Mr. McKenna made the motion to approve the Minutes as presented, Mr. Armstead seconded, and upon vote, the Board unanimously approved.

The Nominations Committee had nothing to report.

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

Treasurer's Report follows on next page:

KOONTZ LAKE REGIONAL SEWER DISTRICT

TREASURERS REPORT

Page 1 of 1

September 21, 2021

CASH

1 st Source Bank Checking Account		
Balance as of July 31, 2021:		\$356,750.79
Checks, withdrawals, debits		-\$154,138.07
Service charges		-\$29.41
Deposits and credits		\$53,652.30
Interest earned		\$22.25
Statement balance as of August 31, 2021:		\$256,257.86
Checks written but not cleared		-\$174.84
	Available balance in checking:	<u>\$256,083.02</u>
	Certificates of Deposit:	<u>\$995,372.27</u>
	Total funds	\$1,251,455.29

RECEIVABLES

Reported by JPR as of 9/20/2021 \$98,490.96 (see Note 1)

CLAIMS

The following invoices and claims are presented:

NIPSCO	CWP gas	\$76.63	*1
NIPSCO	CWP electric	\$5,074.83	*1
NIPSCO	OB gas & electric	\$129.31	*1
NIPSCO	CS grinder electric	\$1,452.50	*1
Republic Svcs	sludge hauling	\$0.00	*1
CenturyLink	Phone Svc	\$248.29	*1
Marshall County REMC	SLR electric	\$296.00	*1
Quill	supplies	\$209.97	*2
Astbury Water Tech	Operater services	\$23,003.07	*3
Jones Petrie	billing services	\$8,731.39	*4
Jones Petrie	locate services	\$2,975.00	*4
Jones Petrie	engineering	\$550.00	*4
Jones Petrie	inspection services	\$846.25	*4
Jones Petrie	reimbursables	\$0.00	*4
Personnel Partners	staffing services	\$645.75	
Shelley Bell	bookkeeping expenses	\$27.48	
George Rentas	refund	\$88.39	
Dave Tofson	refund	\$56.34	
Jerry Weber	CWP supplies	\$27.76	
	Total claims	<u>\$44,438.96</u>	

*** Footnotes to Claims:**

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

Note 1: Receivable aging:	Current	\$43,366.74	
	30 days	\$2,782.11	
	60 days	\$2,962.69	
	90+	\$16,436.87	
	Lien	\$32,942.55	5.1% (percent of annual revenue)
	Total	\$98,490.96	

10/17/21

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

Mr. Jarnecke said that the R & M seemed to be running high this year. Mr. McKenna noted that we are relying on Mr. Fox's experience as to when to purchase pumps and other needed items.

Mr. McKenna also pointed out that there is a "Quill" purchase for \$209.97 that he paid with the District's new Debit Card, which he requested to make any online purchases and charges to avoid Board members from needing to use their own funds then be reimbursed. This particular purchase was for ink and paper.

Mr. Jarnecke asked about the refunds and Mr. McKenna explained these were to reimburse people who had sold their properties and had overpaid the sewer bill.

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

There was nothing to report by the Asset Management.

For the JPR Billing Report, Mr. Jarnecke noted that he likes the online account management system. He would like the District to work toward "going green" to eliminate paper being mailed.

Mr. McKenna told the Board that Ms. Ransbottom from JPR is working with the Starke County Treasurer to iron out a few small discrepancies between JPR and Starke County. He added that the County also charges 10% on overdue payments, thus the District gains some additional money on these penalties.

Mr. Fox then presented the Astbury Report. He said the VFD unit is expected to ship on the 24th. He will also get a price for a crane to pull sludge pumps, as they've been doing this by hand.

Mr. Fox said the E-One pumps sometimes come in for repairs several within a small time frame. He also wants to start looking at the cost to repair pumps vs. the cost of a new pump especially in cases where water gets into the motors.

Mr. McKenna said that if the District needs to buy new pumps, then we need to do that.

Mr. Fox will work with Covalen to get prices for pumps and any quantity discounts. Mr. McKenna said he wants the District to have a contract with Covalen with pricing on 10 and 20 unit quantities.

Mr. Fox said they currently have 12 – 16 pumps waiting for repairs, with about 14 pumps available to use.

Mr. Jarnecke asked about a 20-25% inspection of grinders. Mr. Fox told him he didn't find enough in it to warrant inspections and would rather spend the money on repairs and purchase of new equipment. He noted that the District is also at the 10 year mark on the original pumps.

Mr. Fox said he would like to clean all Business tanks this fall with a vac-truck. He estimates this to be half a day at a cost of approximately \$1,500 operator expense.

Mr. Fox said that he has received no additional odor complaints at Swan Lake Resorts since June or July.

When questioned as to what the District's heaviest usage is, Mr. Fox told the Board it is usually the July 4th holiday, this year at 42%. Currently, the plant is running at 37%.

The Board discussed various nearby communities that may be looking to join a sewer system in the future.

Next, the System Manager reported everything looks good but that there were several pumps needing to be repaired.

There was nothing to report by the Building Manager.

Ms. Wilsey reported that the Website is looking good and will add a post regarding JPR's online asset management.

There was nothing reported for Compliance.

For Contracts, Mr. McKenna reported the District needs to look at expiration dates of JPR and Astbury contracts.

Mr. Jarnecke said he would like to form a committee with Mr. McKenna, Mr. Warnke and himself to work on the JPR and Astbury contracts and getting new proposals.

There was no Key Control report.

There was no P & P report.

There was no Records Management report.

There was nothing to report under Old Business.

Next, the Board moved to discussion of New Business, which included the JPR proposal regarding sludge management. Mr. McKenna said Sludge Disposal, Collection, Disinfection System, Spare Equipment Replacement and redundancy in WWTF control and software and hardware are included at a cost of

\$12,500. Mr. McKenna said he feels this is an acceptable price because JPR are the experts and might actually save the District from wasting money. He added that he wants JPR to look at redundancy and controls software.

When Mr. Armstead asked if JPR was going to get prices for adjacent land, Mr. McKenna told him that was part of the report.

Mr. Jarnecke said this report would allow the District to have a better knowledge of what we will need going forward including planning, equipment purchases, possible rate increases as well as cost/benefit analysis.

Mr. McKenna said he had attended a seminar about sludge removal/handling options, adding that the way we are currently handling it is probably the easiest and most cost effective. He said that the idea of giving the sludge to farmers can be complicated by permits needed and storage.

Mr. Fox told the Board that the New Paris facility uses reed beds which help decompose sludge then they haul it away.

Mr. McKenna noted that any option is only feasible by scale of volume.

Mr. Fox pointed out that the District's sludge would be "Class A" due to there being no industrial input.

Ms. Wilsey questioned whether we'd still want JPR to go through with it if Mr. Fox and Mr. McKenna believe the way we are currently handling it is the easiest and cheapest. Mr. McKenna said that by looking at other options, the Board will be more confident in the choices they make.

Mr. Jarnecke said he would like to come up with a 20-year plan and feels the money would be well spend because of the significant expenses as we replace equipment.

Mr. McKenna made the motion to approve the preliminary investigative report by JPR, Not-to-exceed \$12,500, Mr. Armstead seconded, and upon vote, the Board approved. Mr. McKenna will contact JPR to let them know the Board's decision.

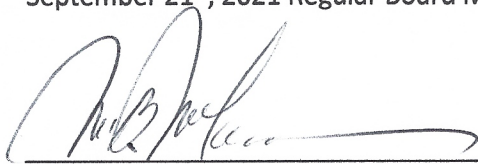
Mr. McKenna told the Board that if they do not make Quorum at any of the monthly meetings, the President has the authority to sign off on the AP Register, which would then be held until the next meeting where Quorum is met and then it can be ratified.

There being no further business to come before the Board, Mr. McKenna motioned for the meeting to be adjourned, Mr. Jarnecke seconded, and the September 21st, 2021 Regular Meeting of the Koontz Lake Regional Sewer District Board of Trustees was adjourned at approximately 6:20 p.m. local Central Time.

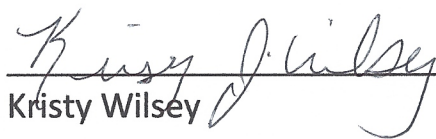
Respectfully submitted by Shelley K. Bell, KLRSD Bookkeeper

10/17/21


September 21st, 2021 Regular Board Meeting Minutes approved by:



Michael McKenna



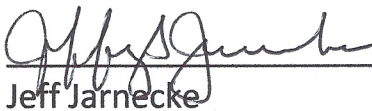
Kristy Wilsey



Gerald Weber

Paul Warnke

Ronald Armstead



Jeff Jarnecke