

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

December 17th, 2019

The December 17th, 2019 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 James Jackson. Other board members present were: Ron Armstead, Kristy Wilsey, Paul Warnke and Dan Pisarek. Mike McKenna attended via teleconference. Mr. Weber was unable to attend. Also present were Dustyn and Dawn Miller, Charles Haug and Kathy Haug, Kenny Jones, and Shelley Bell.

Mr. Jackson asked the Board if there were any additions or corrections with respect to the adoption of the November 19th, 2019 Agenda. Mr. Pisarek made the motion to approve the agenda as presented, Mr. Warnke seconded, and upon vote, the Board unanimously approved.

Next, Mr. Jackson asked if there were any additions or corrections to the November 19th, 2019 KLRSD Board Meeting Minutes. Mr. Armstead made the motion to approve the Minutes as presented, Ms. Wilsey seconded, and upon vote, the Board unanimously approved.

Reporting for the Nominations Committee, Mr. McKenna informed the Board that he doesn't expect to hear about reappointments until January.

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

December 17, 2019

CASH

1st Source Bank Checking Account

Balance as of October 31, 2019:	\$234,389.03
Checks, withdrawals, debits	-\$37,094.26
Service charges	-\$35.33
Deposits and credits	\$61,799.67
Interest earned	\$50.15
Statement balance as of November 30, 2019:	\$259,109.26
Checks written but not cleared	-\$769.35
Available balance in checking:	<u>\$258,339.91</u>
Certificates of Deposit:	<u>\$929,671.45</u>
Total funds	\$1,188,011.36

RECEIVABLES

Lien balance after Nov payment from Starke Co.:	<u>\$24,802.01</u> (see Note 1)
---	--

CLAIMS

The following invoices and claims are presented:

NIPSCO	CWP electric	\$4,555.01 *1
NIPSCO	CWP gas	\$72.57 *1
NIPSCO	CS grinder electric	\$1,584.32 *1
NIPSCO	OB gas & electric	\$149.22 *1
Republic Svcs	sludge hauling	\$0.00 *1
CenturyLink	Phone Svc	\$198.92 *1
Marshall County REMC	SLR electric	\$199.00 *1
Astbury Water Tech	Operater services	\$11,488.15 *2
Jones Petrie	billing services	\$3,600.00 *3
Jones Petrie	locate services	\$935.00 *3
Jones Petrie	engineering	\$1,323.75 *3
Jones Petrie	inspection services	\$701.25 *3
Jones Petrie	reimbursables	\$477.14 *3
Personnel Partners	staffing services	\$630.38
Shelley Bell	bookkeeping expenses	\$27.48
Covalen	grinder station	\$5,287.00
Peggy Shively	office cleaning	\$25.00
Walkerton Shopper	advertizing	\$127.00
Lawrence Lawn Svc	snow removal	\$135.00
	Total claims	<u>\$31,516.19</u>

Treasurer's Report continues on next page...

* Footnotes to Claims:			
*1	Preapproved for automatic payment.		
*2	Contract services plus SLR services plus numerous call-outs and grinder repairs.		
*3	Contract services.		
Note 1:	Receivable aging:	Current	No report from JPR this month
		30 days	
		60 days	
		90+	
		Lien	\$24,802.01
			3.9% (percent of annual revenue)
		Total	\$24,802.01
Note 2:	The Treasurer recommends approval to pay all claims listed above.		

The Board Discussed the 2019 Budget.

Mr. Jackson said he was comfortable with the 2019 Business Plan where everything is at, considering what has gone on this past year.

Maintenance and Repair was high in July. Mr. McKenna added that Maintenance and Repair was up considerably all year.

Mr. Warnke noted that Astbury had large bills last month and this month. Mr. McKenna explained some are two months behind. He also added that grinder pump repairs do not show up on the report, but Call Outs do show up on Astbury's report.

Mr. McKenna also noted that the Business Plan worksheet has more detail on the far right hand side including year-end. He said that the District had spent 103% of the Budget in 121 months, while Revenue is at 103%.

Mr. Warnke 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 Asset Management.

JPR Billing was next discussed. Mr. McKenna noted that the District really has \$24,000 in liens.

For JPR Engineering, it was noted that Kenny Jones of JPR had contacted the owners of the property at 8029 N Tecumseh, where the house had been demolished. He has notified them of the need for the sub from the grinder to be capped.

There was a lien for \$944.98 that went to the tax sale. Mr. Jackson said the property did not sell at tax sale. Mr. Warnke said the buyers knew about the lien.

Mr. and Mrs. Haug knew of a lien, but not what it was for. Mr. Warnke told them they need to find a plumber and that they are liable for this work.

Mr. Jackson said there were three liens on the property with a total of approximately \$2,600 to \$2,700.

Mrs. Haug has a copy of the Tax Deed.

Mr. Warnke told the Haugs that there are local plumbers that can do the needed work. Kenny Jones said he still has the list from the original construction period that he can send them.

Mr. Warnke noted that the Haugs are trying to cooperate, but added that the pipe does need to be capped. Kenny Jones said he would get the list to the Haugs as soon as possible.

Mr. McKenna also added that an inspector from JPR needs to be sure it's okay and to show them where to dig for the inspection.

Mr. Jones said he is treating this property as a permit that was pulled, but not closed.

Mr. Armstead made the motion to give the Haugs 60 days to get this matter taken care of.

Mr. McKenna said that rather than sitting on a deadline, as long as we see movement to complete this in a reasonable time, he feels that is sufficient. He added that it is the Haug's responsibility to get a contractor.

Mr. Warnke told the Haugs that the Board needs to see progress by the January 22nd, 2020 Board Meeting, or the District will hire Astbury to do the work and the home owner would have to pay for it.

Mr. Warnke made the motion to require the Haugs to arrange for proper disposal and cap off connection and show progress by the January 22nd, 2020 KLRSD Board Meeting. Ms. Wilsey seconded and upon vote, the Board unanimously approved.

Mr. Warnke suggested holding off lien discussion until the above is take care of.

Mr. Jones told the Board he is waiting for two properties to inspect. He noted that the Millers own a 2-story accessory building on Hiawatha and Kanney which doesn't have running water or sewer needs at this point.

Mr. Warnke, Mr. Jackson and Mr. McKenna feel no need for fines. Ms. Wilsey added that the Millers had addressed the problem promptly when they were notified.

Mr. Miller asked Mr. Jones what degree the connection needs to be, and Mr. Jones does not recommend a 90 degree, but he does recommend a clean out. Mr. Miller asked additional questions of Mr. Jones, who answered them.

Mr. Pisarek questioned how the Health Department had issued a demo permit and the District was not notified in the Tecumseh property. Mr. Jackson told him that currently the county is not required to let us know about demolitions.

Mr. Jones recommended the Board add some housekeeping guidelines to the District's Guidelines.

Mr. Jackson noted the lady with the overdue late fees has been taken care of.

Mr. Jackson noted 11502 S. Avenue has a grinder in a location where someone might drive over it.

Mr. Jones told the Board he has a proposal in with Selge to work on the leaking grinder with the water going in.

Next, the Operator's Report showed everything looking good.

For the System Manager Report, it was noted the District needs to get the NPDES permit renewed. Mr. McKenna said that Mr. Jones gave us an estimate on it. He asked Mr. Jones why the District should pay considerably more to JPR than to Astbury for this service, and Mr. Jones replied that JPR has engineers that require certain salaries.

Mr. McKenna said he doesn't mind paying more for a more comprehensive job, more objective with a Summary of what is going on from an engineering perspective. He also noted that the NPDES Permit is a 5 year renewal. He added that the need for engineers to do it is probably less and that IDEM's Virtual File Cabinet has Astbury's daily reports.

Mr. Jones will re-look at his estimates.

The Building Manger reported everything was good.

There was no Contract Management Report.

There was nothing to report by the Key Control manager.

The P & P Committee reported they are working on Processing of Payables so the District can pay our bills even if there is not a quorum for meeting.

Mr. Armstead made the motion to accept this latest P&P of Processing of Payables so the District can pay our bills even if there is not a quorum for the meeting. Ms. Wilsey seconded, and upon vote, the Board unanimously approved.

There was nothing to discuss under Old Business.

Under New Business, Mr. Pisarek told the Board that the Lion's Club had asked why they needed to sign the Indemnity Agreement. Mr. McKenna said he would call Mr. Janovic and explain it to him.

There were no other members of the public present at the meeting who wished to speak.

There being no further business to come before the Board, Mr. Armstead motioned for the meeting to be adjourned, Mr. Pisarek seconded, and the December 17th, 2019 Regular Meeting of the Koontz Lake Regional Sewer District Board of Trustees was adjourned at approximately 7:00 p.m. local Central Time.

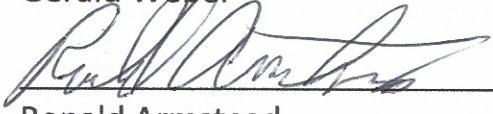
The next KLRSD Board Meeting is the Regular Board Meeting scheduled for January 21st, 2020 to begin at 5:30 pm CST.

Respectfully submitted by Shelley K. Bell, KLRSD Bookkeeper

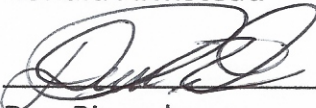
December 17th, 2019 Regular Board Meeting Minutes approved by:

Michael McKenna

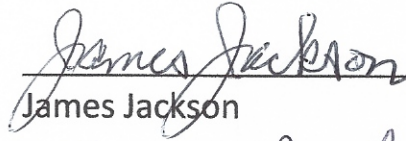
Gerald Weber



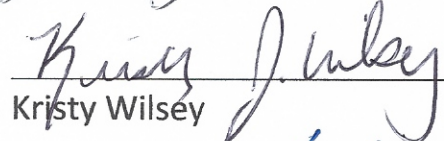
Ronald Armstead




Dan Pisarek



James Jackson



Kristy Wilsey



Paul Warnke
