

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

November 15th, 2022

The November 15th, 2022 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: Kristy Wilsey, Paul Warnke, Heather Harty, Jeff Jarnecke, and Ron Armstead. Jerry Weber and Mike McKenna attended via teleconference. Also present was Shelley Bell.

Mr. Jarnecke asked if there were any additions or corrections to the October 18th, 2022 Agenda. There being no additions or corrections, Mr. Warnke made the motion to approve the Agenda as posted, Mr. Armstead seconded and upon vote, the Board unanimously approved.

Next, Mr. Jarnecke asked if there were any additions or corrections to the October 18th, 2022 KLRSD Board Meeting Minutes. Mr. Warnke the motion to approve the Minutes as presented, Ms. Harty seconded, and upon vote, the Board unanimously approved.

There was no Nominations Committee report.

Next, the Treasurer's Report was present by Mr. McKenna.

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CASH

| | | |
|--|--|-----------------------|
| 1 st Source Bank Checking Account | | |
| Balance as of September 30, 2022: | | \$337,345.02 |
| Checks, withdrawals, debits | | -\$158,362.33 |
| Service charges | | -\$55.88 |
| Deposits and credits | | \$51,663.46 |
| Interest earned | | \$53.89 |
| Statement balance as of October 31, 2022: | | \$230,644.16 |
| Checks written but not cleared | | -\$299.51 |
| Available balance in checking: | | <u>\$230,344.65</u> |
| Certificates of Deposit: | | <u>\$1,017,588.79</u> |
| Total funds | | \$1,247,933.44 |

RECEIVABLES

Reported by JPR as of 10/16/2022 \$95,056.50 (see Note 1)

CLAIMS

The following invoices and claims are presented:

| | | | |
|-----------------------|-----------------------|---------------------------|----|
| NIPSCO | CWP gas | \$81.95 | *1 |
| NIPSCO | CWP electric | \$5,500.65 | *1 |
| NIPSCO | OB gas & electric | \$151.10 | *1 |
| NIPSCO | CS grinder electric | \$1,498.86 | *1 |
| Republic Svcs | sludge hauling | \$0.00 | *1 |
| CenturyLink | Phone Svc | \$206.56 | *1 |
| Marshall County REMC | SLR electric | \$222.00 | *1 |
| USPS | postage | \$60.00 | *2 |
| Astbury Water Tech | Operater services | \$5,818.30 | *3 |
| Jones Petrie | billing services | \$3,750.00 | *4 |
| Jones Petrie | billing reimbursables | \$958.17 | *4 |
| Jones Petrie | locate services | \$1,572.50 | *4 |
| Jones Petrie | engineering | \$500.00 | *4 |
| Jones Petrie | inspection services | \$665.50 | *4 |
| Personnel Partners | staffing services | \$757.88 | |
| Mike McKenna | supplies | \$231.08 | |
| IUPPS | locate services | \$100.70 | |
| Starke County Sheriff | security registration | \$40.00 | |
| | Total claims | <u>\$22,115.25</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 | \$18,514.15 | |
| | 30 days | \$5,342.60 | |
| | 60 days | \$3,234.63 | |
| | 90+ | \$28,057.01 | |
| | Lien | \$39,908.11 | 5.9% (percent of annual revenue) |
| | <u>Total</u> | <u>\$95,056.50</u> | |

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

Mr. Jarnecke asked about the grinder costs and wanted to make sure things sum up. Mr. McKenna said he will check this on spreadsheet.

Mr. McKenna also said that Swan Lake Resorts responded and was very understanding of the agreement and numbers he presented them. Mr. McKenna will sit down and go over everything with Swan Lake when he returns to the area.

The expense of UV being at \$55,00, Swan Lake will pay ^{24% of actual cost,} ~~\$1,000 to \$12,000~~ of it.

There being no further questions or comments, the motion to approve all claims presented was made by Mr. Armstead and seconded by Mr. Warnke. Upon vote, the Board unanimously approved.

There was nothing to report for Asset Management.

There was no report from JPR this month. Ms. Harty told the Board that JPR was able to put an additional charge of \$100/month for non-compliance to the owner of a property that was in non-compliance. She said that within 24 hours of receiving this notice, the District got word that the property was now in compliance and there would be no fee for 10800 E Iroquois.

Ms. Harty also noted that the latest billing statements also have a notice of the rate increase.

For Astbury, Mr. McKenna noted the damaged control panel. He said it the panel will be moved to avoid damage by cars parking by it.

Mr. Weber reported on dumpsters for the sludge. He said they need four tankers. Mr. McKenna said Astbury needs authorization for sludge removal. Astbury would make a 3 year agreement. Mr. McKenna said there shouldn't have been a delay to remove sludge. Mr. Armstead said the disposal company caused the delay and that Mr. Fox, of Astbury, needed to move it because it got to a critical level.

Mr. Jarnecke will get some background information from Mr. Fox to see if we can get some reimbursement from Republic Services for the delay.

The System Manager reported it takes time to unpack the new pumps and recycle the cardboard.

Mr. Armstead said one of the guys at the CWP doesn't like the towels used in the bathrooms. Mr. Armstead suggested using shop towels. He also told the Board there is a worker that is complaining about Astbury and Mr. Fox believes it is a disgruntled worker.

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Mr. Jarnecke said if the situation continues with this particular employee, to let Mr. Jarnecke know by the December meeting and that the District may need to discuss it with Astbury.

The Building Manager mentioned the heat kicked on.

Mr. McKenna also told the Board that the District paid \$40 to Starke County Sheriff for registration of the alarm system and the list of people to be called when it goes off. Mr. McKenna said he would be first contact, then Mr. Jarnecke, and asked if anyone else would be interested in volunteering. Mr. Warnke said that with Mr. McKenna out of the area part of the year that it makes sense for Mr. Warnke's name to be on the list. It was determined that if the alarm goes off during the day, we should drive over and check it out. Mr. Warnke said he's closest at night.

The Website Manager reported things were going okay. Mr. McKenna said we should put something in that says there was no meeting in February of 2022. Ms. Wilsey will post this notice.

For Compliance, Mr. Armstead reported that a property on East Shipping Lane has a bathroom that is running on a septic, a pole barn on a lot. Mr. Warnke said we will look it up and check into it.

Mr. Warnke said he is trying to contact Lawrence Lawn Care for a contract on snow removal for the 2022-2023 season.

There was nothing to report for Key Control.

For P & P, they are looking at two additional items. Mr. Jarnecke will get this information out to all Board members.

There was no Records Management report.

There was nothing to discuss under Old Business.

Because the issue with 10800 East Iroquois was resolved, no fines for non-compliance are needed.

Mr. McKenna directed the Board to review the Proposed 2023 Budget. He uses this to fill out a form required by USDA by December 1st. He said if we go over budget and/or under revenue, there would be no penalties.

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Mr. Jarnecke questioned if we are being conservative going with the 8% Revenue figure rather than 9%. Mr. McKenna said he used this year's Revenue as a basis, then added 9% increase.

Mr. Jarnecke asked about the Astbury agreement on the contract and a budgeting decrease though Astbury plans an increase. Mr. McKenna told the Board that we occasionally get two months of operator services bills at once, then nothing the following month.

It was mentioned we should see a decrease in repair and maintenance as the 50 newly purchased grinders are put into service.

Mr. Jarnecke asked if we should budget something for Capital Improvements. Mr. McKenna explained that the Budget presented was mainly for operating costs.

Mr. Armstead asked if the District will be getting a new Commercial Base Rate. Mr. Warnke explained that once we have actual metered usage compared to household usage and compare them, we should be able to come up with a 6 month average. He believes we should have something together by December or January, though we do need to consider some of these usages for commercial are seasonal.

Mr. Warnke told the Board that Astbury did not put in a meter at the gas station.

Mr. Warnke made the motion to send the 2023 Budget to the USDA, Mr. Armstead seconded, and upon vote, the Board unanimously approved.

The phone connection number will be put at the top of the agendas for community members wishing to be able to listen in to the Board meetings. Mr. Jarnecke will get some information on guidelines. Mr. McKenna said he uses ear buds to help cut out extra noise when listening.

There was no New Business to discuss.

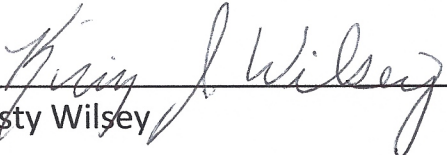
There being no further business to come before the Board, Mr. Warnke motioned for the meeting to be adjourned, Mr. Armstead seconded, and the November 15th, 2022 Regular Meeting of the Koontz Lake Regional Sewer District Board of Trustees was adjourned at approximately 6:15 p.m. local Central Time.

Respectfully submitted by Shelley K. Bell, KLRSD Bookkeeper

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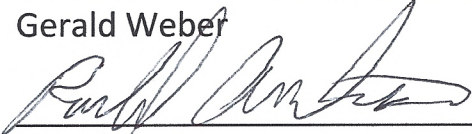
November 15th, 2022 Regular Board Meeting Minutes approved by:

Michael McKenna



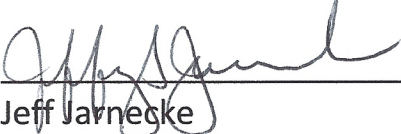
Kristy Wilsey

Gerald Weber

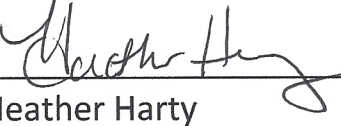


Ronald Armstead

Paul Warnke



Jeff Jarnecke



Heather Harty
