

MINUTES - New Paris Conservancy District Board Meeting

MEETING MINUTES

THURSDAY APR 11, 2019 6:30 PM-8:30 PM

Attendees AJ LANE
Diane Smith
Karl Cender

Brad Smith
Gary Brumbaugh
Ken Jones, Jr.

Dave
Gary Dausman
Matthew Rippey

Absent Rick Wallace

Rodney Waldron

Tony Neff

- **Open the meeting at 6:30 p.m.**

Gary Dausman

- **Welcomed citizens in attendance**

Gary Dausman

- Brad Smith , Todd Wallace

- **Approve of the Board minutes from March 14, 2019 Board meeting.**

All

- Minutes approved as corrected with the statement of Dave was to check with Smart Cabinetry to see if the improvements were all in the District.

CARRIED

Moved by Gary Brumbaugh, Seconded by AJ LANE

- **CENDER & CO. KARL CENDER**

Karl Cender

- **Board review of the audit and our response to the audit.**

Dave, Karl Cender

- **Resolution for payables needed updated.**

Dave, Karl Cender

- **Board and Financial Clerk/Secretary internal control's training will be given to the Board in December for them to review online training and hand in certification.**

Dave, Karl Cender

- **Record retention: List of records and how long that you have to keep them. Must submit to Elkhart County the records of what we want to get rid of. Scanning of documents into the computer.**

Dave, Karl Cender

- **Annual financial report. Sixty day requirement of the fiscal year. The District currently is on an accrual basis and the State operates on a cash basis.**

Dave, Karl Cender

- **On the minutes; We need to be adding general substance of all matters proposed, discussed, or decided.**

Dave, Karl Cender

- **Optical images of the checks from our financial institution.**

Dave, Karl Cender

- **Salary Schedule: need to implement the salary ordinance. In December approve the next year.**

Dave, Karl Cender

- **Employee service record 99A. On the new computer system; the program handles them.**

Dave, Karl Cender

- **Mileage have to use form 101**

Dave, Karl Cender

- **Cash and investment: the president of the board of finance; AJ will be looking over; along with the Receipts.**

Dave, Karl Cender

- **Payroll and hourly; The Chairman is emailed a copy of her timesheet and he responds by either thank you or ok.**

Dave, Karl Cender

- **Annual financial report. We are going to fund accounting the our new software.**

Dave, Karl Cender

- **Our attorney will review our minutes will review the minutes and if they are not in compliance; he will inform the Board.**

Dave, Karl Cender

- **District operates under resolutions and not ordinance. Call it an ordinance and go through the normal adoption process of a resolution.**

Dave, Karl Cender

- **Internal controls manual; need to review annual; first time reviewing since December of 2018; is tonight.**

Dave, Karl Cender

- **Open door environment. The District meets this requirement on the District's website: newparisconservancydistrict.com**

Dave, Karl Cender

- **Employee evaluations: Evaluations will be given to the Board in May. The Board and Attorney and Cender are to return the evaluation sealed in by the June Board meeting. The Chairman then will open all evaluations and combine the responses to an evaluation form and then the Chairman will be giving the Employee their review.**

Dave, Karl Cender

- **Principal 8; Management considers the potential for fraud when identifying, analyzing, and responding to risks. Diane is to pull the IC 5-11-1-27(1); and will sign it and give copies to the Board and Attorney and CPA.**

Dave, Karl Cender

- **Presently do that; because Cender and Company performs the bank reconciliations. If the District wants the Financial Clerk to the bank reconciliations. Revisit in six months.**

Dave, Karl Cender

- **Fixed asset procedure. Will be put in the software by Cender.**

Dave, Karl Cender

- **Financial Clerk/Secretary the flow chart has been reviewed by the Board, Attorney and the CPA.**

Dave, Karl Cender

- **The amount of the audit; we were charged. Todd Caldwell with the Indiana State Board of Accounts is checking into and will advise.**

Dave, Karl Cender

- **Karl will compose a flow chart for the Board explaining how the taxing is calculated.**

Karl Cender

- **Karl will report to the Board in May the Astbury Contract. On if this needs to be switched from the Operating Fund to the General Tax Fund.**

Karl Cender

• NPCD ATTORNEY VIA TELECONFERENCE

Dave

- Smart cabinetry advised the Board to contact Smart Cabinetry and have their whole property annexed into the District.
- Dave will look into the Association of Indiana Conservancy’s District to see if there is an updated manual. They are inactive.
- Crisis conservancy district statutes; that passed that changed the percentages of the signatures needed to have to form a district. And adding to have the conservancy district’s to the county and state elections.
- Employee Handbook update will be available by the May Board meeting.
- Smart Cabinetry; the only property not in the District is the parking lot. Still pondering whether he believes they should be annexed into the District. He will have a final decision on that in the May Board meeting.
- Dave was question in regards to District I - this was not addressed.
- Excess tax funds go to the County.
- Lock Boxes; recommended it be attached to the building.
- FC Sec WOULD NOT be personally liable for the lock box funds.

• ASTBURY CONTRACT OPERATIONS

Matt Rippey

- Report was approved as presented.

CARRIED **Moved by Gary Brumbaugh, Seconded by AJ LANE**

- D&B Environmental Services,inc; Kevin Parks contacted Rippey in regards to Smart Cabinetry to install a treatment system they must get a construction permit through IDEM. Part of that process is that they need a letter from the District stating that the District has the sewer capacity.

CARRIED **Moved by Gary Dausman, Seconded by AJ LANE**

- Cleaning of the annual NPCD collection system preventative maintenance program for cleaning of the lift station wet wells. At a cost of \$2,500.00.

CARRIED **Moved by Gary Brumbaugh, Seconded by AJ LANE**

- Sewer blockades in the northern parts of our collection system. The blockages are at the turtle top lift station. Weed Septic cleaned in this area in March and noted a spot in the sewer line about 200 feet north of the lift station where their line kept getting stuck. Approval was given to Astbury to have this cleaned and televised.

CARRIED **Moved by Gary Brumbaugh, Seconded by AJ LANE**

• **OFFICE INTERIORS - Not Present**

Rick Wallace

- The interior design quoted is \$2,400.00. We would get 1/2 of this cost back if we ordered our office furniture from them.

CARRIED **Moved by Gary Brumbaugh, Seconded by AJ LANE**

- Furniture quote. Panel system instead of a stand alone. Panel system provides the adaptability to change. Panel systems are wired. Eliminating the second work station. The Board is not approving the installation at this time. \$3179.00 less \$22886.00.

CARRIED **Moved by Gary Brumbaugh, Seconded by AJ LANE**

• **JPR - Not Present**

Ken Jones, Jr.

- Railroad project. On County Road 46; approval to go forward with this repair.

CARRIED **Moved by Gary Brumbaugh, Seconded by AJ LANE**

- File room. HVAC is in the file room. That is where Electromedia is wanting to put all of that in the file room. Eliminate the three windows and move the file room.

CARRIED **Moved by Gary Brumbaugh, Seconded by AJ LANE**

• **Mapletronics**

TODD WYATT

- **Data Wiring is not DT Constructions liability; per Todd. Chairman Dausman will be calling Ken Jr to discuss this.**

TODD WYATT

- **Electromedia will be pulling in the wiring and running the connection box.**

TODD WYATT

- **Internet in the plant access. Conduit open under the garage to pull the lines through it. Electromedia would need to add that to the quote. Todd would contract that out to Maplenet wireless.**

TODD WYATT

- Motion to approve Mapletronic’s quote for the new admin building. At a cost \$6,094.93.

CARRIED **Moved by Gary Brumbaugh, Seconded by AJ LANE**

• **Electromedia - Jamie Fisher - Not Present**

AJ LANE

- **88 security system just installed cameras for the Goshen Fire Department. Chairman Dausman will approach them for a quote for the new admin building.**

All

- **The Chairman will contact JPR and go over the drawing with changes to the file room, reduction of windows, only if it does not change the construction dates.**

All

• FINANCIAL CLERK SECRETARY REPORT

Diane Smith

- Approve as submitted (and read)

CARRIED

Moved by Gary Brumbaugh, Seconded by AJ LANE

- Motion was to proceed forward in producing coupon books.

CARRIED

Moved by Gary Brumbaugh, Seconded by AJ LANE

- NPCD Register of Claims

CARRIED

Moved by Gary Brumbaugh, Seconded by AJ LANE

- Ampstun to write a program for the once a year billing. The price quoted is \$1,600.00.

CARRIED

Moved by Gary Brumbaugh, Seconded by AJ LANE

- Smith to check with Astbury on the bar coding being added to the program and if it would increase the cost of the program.
- Document from Indiana Department of Workforce Development stating that Board member's elected are exempt.
- W-9's have been sent out to vendors.

• NEW BUSINESS:

Gary Dausman

- Motion to approve funding the remainder of Smith's HSA \$3,000.00.

CARRIED

Moved by Gary Dausman, Seconded by Gary Brumbaugh

• UNFINISHED BUSINESS:

Gary Dausman

- Cender to advise the Board on Astbury contract if this needs to be paid out of the general tax fund.
- Hollenbeck to advise on Smart Cabinetry annexation
- Hollenbeck to advise if the Association of Indiana Conservancy District has an updated manual.
- Board to go through ISBOA audit and review.
- Painting entire plant
- Sale of District Truck - bids are to be open May 2019 Board meeting
- Resolution for Payroll
- Resolution updating 94-4 Payable's
- Ampstun - Software upgrade
- Employee evaluation
- Employee Handbook - Dave Hollenbeck
- Solar energy
- Wind energy
- Coupon billing.

• REFER TO DISTRICT'S CALENDAR - BRING TO BOARD MEETINGS FOR REFERENCE

Gary Dausman

• **ADJOURNMENT**

Gary Dausman

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- Motion to Adjourn. The meeting of the New Paris Conservancy District Board of Director's meeting was closed at 9:35 p.m.

CARRIED

Moved by Gary Dausman, Seconded by AJ LANE

• **INFORMATION ON THE NEXT NPCD BOARD OF DIRECTOR'S MEETING.**

Gary Brumbaugh

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- The next meeting of the New Paris Conservancy District Board of Directors will be held on May 11, 2019. The meeting will be held at the wastewater treatment plant. The meeting will commence at 6:30 p.m. The New Paris Conservancy Board of Directors regular monthly meeting will commence after the annual meeting. The public is welcomed to attend.

Remarked by Gary Dausman

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Remarked by Gary Brumbaugh

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Remarked by Rodney Waldron

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Remarked by AJ LANE

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Remarked by Tony Neff

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Remarked by Diane Smith

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