

MEETING MINUTES- New Paris Conservancy District Board Meeting

MEETING MINUTES

TUESDAY AUG 23, 2022 6:30 PM-9:00 PM

Npcd Administration Building

Chair Gary Brumbaugh
Attendees Bob Stutzman
Diane Smith
Robin Loucks

Brad Smith
JOSH KOONTZ
Rodney Waldron

DAVE HOLLENBECK
Karl Cender

- **Open the meeting**

Gary Brumbaugh

- **Chairman Brumbaugh opened the meeting at 6:35 p.m.**

Gary Brumbaugh

- **Welcome citizens in attendance**

Gary Brumbaugh

- Gary welcomed Brad Smith citizen in attendance

- **NPCD ATTORNEY**

Dave

- ISBOA AUDIT REVIEW: DAVE WENT OVER THE ISBOA AUDIT. KARL STATED THAT THE ISBOA DOES NOT CONSIDER THIS AN AUDIT; JUST A REVIEW. NO DEBT OUT STANDING; NO FEDERAL REQUIREMENTS; THE COMMENTS OVERALL WERE MUCH LESS THAN THEY WERE IN THE PAST. THEY HAVE INCLUDED OUR RESPONSE IN THEIR REPORT. CHAIRMAN DAUSMAN ASKED KARL ABOUT THE RECORDS REVIEW. KARL STATED THAT YOU CANNOT JUST THROW ANYTHING AWAY. FIVE TO SEVEN YEARS; SOME INDEFINITELY. DESTRUCTION LIST. DAVE WILL GET THE LIST OUT AGAIN AND GET WITH GARY ON THE DESTRUCTION LIST. KARL STATED THAT AN INVENTORY HAS TO BE PRESENTED TO THE COUNTY PRIOR TO DESTRUCTION.
- MINUTES OF JULY 26, 2022 IN COMPLIANCE? DAVE STATED THAT THE COMMENTS MADE BY ISBOA IN REGARDS TO MINUTES; THAT HE REVIEWS THE MINUTES OF EVERY MONTH AND STATES THAT THEY ARE REVIEWED BY HIM EVERY MONTH.
- Dave stated that the minutes in compliance.

- **CENDER & CO. KARL CENDER & ERIC CENDER**

Karl Cender

- JULY 2022 FINANCIALS
- JULY 2022 BANK RECONCILIATION was signed awaiting Chairman's signature.
- KARL STATED THAT THERE WERE TWO CHECKS THAT WERE DISCOVERED NOT ON THE AMPSTUN BANK REC MODULE; AND THEY WILL GET WITH AMPSTUN. THE BANK BALANCE HAS BEEN RECONCILED TO THE GENERAL LEDGER FOR JULY.
- ERIC REPORTED THE ISBOA REQUESTED NPCD TO REOPEN AND MAKE ADJUSTMENTS AND CENDER IS NOW DONE AND THEY WILL WORK WITH DIANE TO RESUBMIT THE YEAR ENDS THAT WERE OPENED.

- **PRESIDENT OF THE BOARD OF FINANCE REPORT**

Robin Loucks

- DEPOSIT TRACING WAS NOT DONE DUE TO THE INFORMATION PROVIDED TO HIM FOR JULY.
- ROBIN STATED THAT \$60K OF FUNDS WERE MOVED TO THE HIGHER INTEREST RATE. THE DISTRICT NOW HAS \$1,824,618.99
- INTERRA ACCOUNT SET UP refer to President Board of Finance report.
- INTERRA FINANANCES refer to President Board of Finance report.

- **Review and or Approve JULY 26 2022 Board Minutes**

Gary Brumbaugh

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- MOTION TO APPROVE THE MINUTES AS PRESENTED.

CARRIED

Moved by Robin Loucks, Seconded by Bob Stutzman

- **Register of Claims**

Gary Brumbaugh

- APPROVED REGISTER OF CLAIMS APPROVED AS PRESENTED.

CARRIED

Moved by Bob Stutzman, Seconded by Rodney Waldron

- **Past Due Review**

Gary Brumbaugh

- QUESTIONS WERE ON WHAT TRIGGERS THE PAST DUE LETTERS. DIANE READ THE LIEN LETTER TO THE BOARD.

- **CUSTOMER ISSUES**

All

- **Projects 2022**

Gary Brumbaugh

- TURTLE TOP BACK UP GENERATOR; DIANE REPORTED THAT SHE HAS BEEN IN CONTACT WITH NIPSCO AND THAT SHE TALKED WITH FERGUSON; AND THEY ARE SUBCONTRACTING THAT OUT AND THEY ARE TO CALL NPCD IN THE MORNING.
- L&M ELECTRIC; WILL BE COMING MONDAY TO MOVE THE CIRCUITS FOR THE BACK UP GENERATOR.
- PAINTING OF THE PLANT: TAKE IT OFF THE LIST WHEN WE MOVE TO WORKING ON THE PLANT.
- BOY SCOUT LIFT STATION: ROD STATED THAT WE ONLY HAVE TWO HOMES THAT ARE CONNECTED TO THE LIFT STATION. IT WILL NEED SOME UPDATED; NOT COMPLETELY REDONE. ROBIN ASKED ABOUT THE TANK; IT IS FIBERGLASS. NEW PUMP AND VALVE OUTSIDE OF PIT AND UPDATE ELECTRICAL PANEL.
- PAINTING ON THE PLANT WAS TABLED.
- INFORMATION TECHNOLOGY - ROBIN WITH THE IPADS WE ARE CLOSER
- IPADS; DIANE WORKING WITH APPLE TO GET UP GOVERNMENTAL ACCOUNT. DIANE HEARD FROM APPLE TODAY AND THEY ARE WORKING ON OUR CREDIT INFORMATION.
- SOLAR ENERGY 50K FOR PLANT GARY
- ASPHALT SEALING HAS THE SIGNED CONTRACT. BOTH PARKING LOTS WILL BE SEALED NEXT WEEK. PER DIANE.
- FERRIC TANKS ARE STILL MIXING THE TANKS ARE FULL. ROBIN ASKED IF THE LINE WAS CLEANED OUT? JOSH STATED THAT THEY ARE STILL MIXING THE TANKS.
- CLEANING OF SEWER FLOW SYSTEM 20% DONE.
- Astbury is to bring back to the Board the contract proposal and update on cleaning schedule.
- UV PROJECT - USING ASTBURY'S CONTROLLER SINCE APRIL 2023. THE PARTS THAT CAME IN ARE NOT CORRECT; JOSH STATED NOT TO PAY THEM. ROBIN STATED THAT HE WOULD REQUEST QUOTE AND THEN PROCESS PURCHASE ORDER.
- FERGUSON - SR 15 STILL WAITING ON FERGUSON.

- **Astbury Water Technologies Group - Plant Operations**

JOSH KOONTZ

- OPERATIONS REPORT

CARRIED

Moved by Rodney Waldron, Seconded by Bob Stutzman

- GARY ASKED FOR THE MONTHLY REPORTS THAT ARE FILED WITH IDEM TO SENT TO NPCD.
 - L & M APPROVED TO LOOK AT MEADOWFLOWER NOT TO EXCEED \$1,500,00
 - ISSUE AT SUNNYSIDE; HAD SPARE PUMP AT SHOP; WAS ABLE TO USE THE PUMP IN HOUSE. BETTERWAY IS STILL ON ONE PUMP. ROD ASKED IF THE PUMPS WERE STANDARD. JOSH STATED THEY ARE NOT ALL THE SAME.
 - GARY STATED THAT HE WOULD LIKE THE GARAGE CLEANED OUT. JOSH STATED MORE ORGANIZED THAN WHAT IT WAS.
 - REED'S REPAIR SHOP IS IN WARSAW. GARY ASKED IF THEY WERE BILLING US. JOSH STATED THAT THEY ARE NOT BILLING US. GARY REQUESTED THAT THE DISTRICT GET AN ACCOUNT SET UP AND BE BILLED. GARY BROUGHT UP THE EXCESS COSTS CHARGED BY ASTBURY.
 - EVAPAR - WORK IN PROGRESS? HOPEFULLY THE PM WILL BE OUT HERE IN THE NEXT THRITY DAYS.
 - CLARIFIER - TWO CONTRACTORS HERE TO LOOK AT AND HAVE NOT HEARD BACK.
 - GARY STATED THAT THE SAME PEOPLE DOING THE FLAG ARE WORKING ON A DECAL FOR THE LIFT STATIONS WITH A PHONE NUMBER. GARY HAD ASKED FOR ASTBURY TO DO THIS; SEEING WAS NOT DONE; GARY IS LOOKING INTO ON HIS OWN.
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- HAACK WILL CHARGE 20% RESTOCKING FEE; SAMPLER IS \$2,500.00; THEY WILL BE CREDITING THE DISTRICT 80% OF THE ORIGINAL COSTS.

CARRIED

Moved by Rodney Waldron, Seconded by Robin Loucks

- ABES WILL BE HERE THURSDAY TO CLEAN TANK 4. 7 NEEDS TO BE CLEANED. GRIT IS COMING FROM COLLECTION SYSTEM.TANK FOUR WILL GET NEW DIFFUSERS NEXT SPRING. AT A COST OF \$2,800.00. WOULD A GRIT CHAMBER BE BENEFICIAL - ROBIN QUESTIONED? JOSH STATED IT WOULD.

CARRIED

Moved by Rodney Waldron, Seconded by Robin Loucks

- BLOWER QUOTES TWO BLOWERS APPROVED IN 2021. QUOTES FOR TWO NEW BLOWERS FOR \$34,600.00. ONE IS BRAND NEW; FOUR ARE THE ORIGINAL. FOUR BLOWERS RUN AREATION TANK ONE THREE; IF WE LOOSE ANOTHER BLOWER WE WILL NOT MEET THE STATE REQUIREMENTS FOR AMONIA REMOVAL. QUOTE FROM UNITED BLOWER; AND IT WAS REQUESTED THEY BILL THE DISTRICT. GARY ASKED IF WE WERE GOING TO GET A QUOTE. WE WILL HAVE TO GET QUOTE SET UP. INSTALLATION NOT INCLUDED. 5.16.2022. NINE TO TWELVE WEEKS DELIVERY. HASKINS OR CROSBY CAN INSTALL THEM.(BOB'S QUESTION).

CARRIED

Moved by Rodney Waldron, Seconded by Bob Stutzman

- LIFT STATIONS ADDING AUTO START - YES
- PO FLOW - CENDER, HOLLENBECK, CHAIRMAN AND DIANE
- FALCONS NEST PUMP: JOSH TO LET US KNOW WHEN THEY NEED TO UPGRADE THEM FROM A 7 TO THE 15. WHEN YOU SEE THE HOURS RAISING EYE BROWS PER ROBIN TO DROP THE NEW PUMP IN. CHANGE FROM 7 1/2 TO TWO 15'S.
- RECYCLING - draining and get the stuff out of the garage. What is the status? GARY HAS TALKED TO DAN TO GET THIS DONE.
- SBS MAP PROJECT - Due to loss of maps; what is the status of the scanning? ROBIN IS TAKING THIS OVER
- SBS - NET FIVE YEAR PROJECT PLAN - 2023-2027 (JUNE 2022) Thumb drive will be given to Robin
- SBS NET DMR'S Thumb drive will be given to Robin

• **FINANCIAL CLERK SECRETARY REPORT**

Diane Smith

- FINANCIAL CLERK REPORT ACCEPT AS SUBMITTED

CARRIED

Moved by Robin Loucks, Seconded by Bob Stutzman

- OK TO MOVE THE CORDENZA
- REVIEW WAS GIVEN;

- ROBIN REQUESTED OF THE CHAIRMAN TO HOLD AN EXECUTIVE SESSION TO DISCUSS PAY INCREASE.

CARRIED

Moved by Robin Loucks, Seconded by Rodney Waldron

• **UNFINISHED BUSINESS:**

Gary Brumbaugh

- TRAIL PLAN - ROD IS WORKING ON THIS - ROD REPORTED READY TO BE SPRAYED AND BUSH CUT
- SEALING OF THE DRIVEWAY - SMITH WAS ASKED TO FOLLOW THIS THROUGH
- FENCE REPAIR AT PLANT - SMITH WAS ASKED TO FOLLOW THIS THROUGH
- ONE PLANT NEEDS REPLACED - DIANE TO ASK JOHNSON STATUS
- OVERSEED IN FALL
- FILE RETENTION
- DOCUMENTATION
- CREDIT CARD REWARDS ROBIN WORKING ON
- FLAG & POLE FOR OFFICE - PREMIER SIGNS CHAIRMAN BRUMBAUGH HANDLING
- 2023 BUDGET: NEED PRICING OF PUMPS AND LIFT STATIONS NEEDING TO BE DONE

• **New Business**

All

- RS PEST IS COMING TOMORROW.
- RESOLUTION TO HAVE KARL WRITE ONE UP ON ASTBURY'S INCREASE.
- TODD KIDDER WITH INSURANCE TRUSTEES WILL BE ATTENDING THE SEPTEMBER BOARD MEETING.

- ZOOM MEETING COST: \$149.99; START CHARGING THE DISTRICT'S CREDIT CARD ANNUAL.

CARRIED

Moved by Gary Brumbaugh, Seconded by Rodney Waldron

- IPAD KEY AND THE PENCIL FOR IPAD 2 FOR THE IPAD PRO. REQUEST THE BOARD TO PURCHASE A NEW KEYBOARD FOR THE NEW IPAD PRO.

CARRIED

Moved by Robin Loucks, Seconded by Bob Stutzman

- ADJOURNMENT

CARRIED

Moved by Rodney Waldron, Seconded by Bob Stutzman

- **THE MEETING WAS CLOSED AT: 8:35 p.m.**

GARY

- **THE NEXT NPCD BOARD OF DIRECTOR'S MEETING WILL BE HELD AT THE NPCD ADMINISTRATION BUILDING ON SEPTEMBER 27, 2022. THE MEETING WILL COMMENCE AFTER THE 2023 NPCD BUDGET ADOPTION MEETING.**

GARY

- **PLEASE SIGN ABOVE YOUR PRINTED NAME**

GARY

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GARY

- **GARY BRUMBAUGH - CHAIRMAN OF THE BOARD**

GARY

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Robin Loucks

- **ROBIN LOUCKS - PRESIDENT OF THE BOARD OF FINANCE**

Robin Loucks

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Rodney Waldron

- **RODNEY WALDRON - BOARD MEMBER ELECT**

Rodney Waldron

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Bob Stutzman

- **BOB STUTZMAN - BOARD MEMBER APPOINTED**

Bob Stutzman

•

GARY

- **ATTESTED BY: DISTRICT IV HAS NO REPRESENTATIVE**

GARY

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Diane Smith

- **DIANE SMITH FINANCIAL CLERK SECRETARY FOR THE NEW PARIS CONSERVANCY DISTRICT**

Diane Smith