

TUESDAY FEB 22, 2022 6:30 PM-9:00 PM

Npcd Administration Building

Chair GARY
Attendees AJ LANE
Diane Smith
Kevin Socki
Rodney Waldron

Brad Smith
Gary Brumbaugh
Matthew Rippey
TOM ASTBURY

DAVE HOLLENBECK
Karl Cender
Robin Loucks

• **Open the meeting**

GARY

- Chairman Dausman opened the Board meeting at 6:30 p.m.
- Open meeting extremely forward.

• **PRAYER**

GARY

- Gary's prayer; The Lord's Prayer was said.
- Welcome and Everyone was asked to state their name as an introduction.
- Welcomed citizens in attendance; Brad Smith.

• **PAUSE ANNUAL MEETING**

GARY

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• **OPEN BOARD OF FINANCE MEETING**

GARY

- Karl the Board of Finance; Year end cash and investments.
- The Board of financial information was covered in the December Board meeting.
- Current rate on investments is 1.45%; on 1.8 million.

• **REPORT YEARLY FINANCIALS**

Karl Cender

- Karl stated that the year end financials were given to the Board in January; and in the January Board meeting went over them with the Board. Karl requested a comment to be inserted to the February's minutes.
- March through June; Cender has provided "both half's of the budget" that includes the budget that is required by ISBOA
- Bank accounts; there is suppose to be supporting documents that were given to the Board every quarter. The Board of Finance was to have been in January and every quarter the Board of Finance was to have provided the interest rates. At this time AJ stated he had written a letter that we do not show receiving a copy of. Going forward; the President of the Board of Finance needs to provide this annually to the Board.

• **PROJECT BUDGET SCHEDULE FOR 2023**

Karl Cender

• **BANK ACCOUNTS**

Karl Cender

- Any questions of the Board of Finance meeting. Hearing none.

• **CLOSE**

GARY

- Brumbaugh motion to close Board of Finance Meeting.

CARRIED

Moved by Gary Brumbaugh, Seconded by Rodney Waldron

• **REOPEN ANNUAL MEETING**

GARY

• **ORGANIZE BOARD FOR 2022**

DAVE HOLLENBECK

• **GIVE OATH TO ROBIN LOUCKS FOR 2022**

DAVE HOLLENBECK

- Dave Hollenbeck will be given the Oath to Robin Loucks.

• **VOTE FOR BOARD OFFICERS 2022**

DAVE HOLLENBECK

- Nominations for Chairman of the Board. Dave took motions. Brumbaugh nominated Gary Dausman. Rod seconded. Dave asked if there were any other nominations. Hearing none the nominations were closed.

CARRIED

Moved by Gary Brumbaugh

- Dave then turned the meeting over to Chairman Dausman.

- Nominations for Vice Chairman of the Board. Motion for Gary Brumbaugh.

CARRIED

Moved by Gary Brumbaugh, Seconded by Rodney Waldron

- Nominations for President of the Board of Finance. Chairman nominated Robin Loucks.

CARRIED

Moved by Gary Brumbaugh, Seconded by Robin Loucks

- Nominations for the Secretary to the Board of Finance. Motion for Diane Smith.

CARRIED

Moved by GARY, Seconded by Robin Loucks

• **VERIFY BOARD APPOINTMENT FOR DISTRICT V**

CARRIED

Moved by Gary Brumbaugh, Seconded by Rodney Waldron

- Bob Stutzman is interested in representing District V

CARRIED

Moved by Gary Brumbaugh, Seconded by Rodney Waldron

• **CLOSE ANNUAL MEETING**

All

- The meeting was not closed.

• **OPEN REGULAR SCHEDULED BOARD MEETING**

All

• **Welcome citizens in attendance**

GARY

• FORAKER/SOUTHWEST NEWS

GARY

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- Brad Rogers the Elkhart County Commissioner for our area is going to come to the March meeting and approach the Board. WAKARUSA does not want to take this task on of hooking up Foraker and Southwest.

• INTERNAL CONTROL REVIEW

GARY

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- SBOA AUDIT SCHEDULE The last Gary heard; it will be beginning on March 7th.
 - EDU ORDINANCE CHANGES - in 1994; it comes out to ten EDU'S, for Landmark were to be charged ten EDU's. Eliminate the costs of postage from the additional EDU's. Changes in hook up fees. To do the ordinance change Dave will have to hold two public meetings before the ordinance can be changed. More discussion in March. Brumbaugh questioned if it was in writing. Dausman will provide him with a copy.
 - RESOLUTIONS/POLICY AND PROCEDURES - Dausman sent those out to the Board. Procedures was set out to the Board. Policy on the generator on the trailer that we purchased. Astbury, once a month has to go once a month and rotate them through the lift stations. Matt discussed last month every two months.
 - BOARD TRAINING CONFIRMATION - Dausman has all Board training certificates.
 - INTERNAL MANUAL PRINTED AND DATED/REVIEWED KARL
 - Another email will be sent out for July's internal control manual. They will start working on this from March through July. Karl stated that he does not have a complete internal controls manual to prepare the resolutions up to date.
 - Old policy and procedures where the employee handbook was taken out of it. Resolutions can be added to the Internal control manual to have one area for all in one place. Karl stated that the State Board of Accounts would look favorable on the District's behalf.
 - ACH TEST CASE - Lippert put in the ach two times in February and it was rejected. Dausman stated that they have a checking account instead of. Our savings account. No late fees. Dausman has a call in to Interra to see what was going on.
 - CREDIT CARD FEES - Karl and Dave sent this out. The discussion brought up to cover the credit card fees. Dausman's opinion that we should not cover the credit card fees charged to the customer's for using their credit card. Dausman asked for any further discussion. Hearing none.

• NPCD ATTORNEY

Dave

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- Minutes of the JANUARY 25, 2022 NPCD Board of Director's meeting in compliance?
 - Dave stated the minutes were in compliance.
 - SEWER OVERFLOW COMPLETE CLOSURE - Succeeded. He was impressed how smoothly that was accomplished.
 - SMOKER CRAFT CLOSURE - Circuit court hearing on January 27TH; the Circuit Court completed the annexation. Provided a statement of charges that were forwarded to Smoker Craft and the invoice has been paid.
 - JPR DISTRICT BOUNDARIES - MARCH Kenny will be at the meeting.

• CENDER & CO. KARL CENDER

Karl Cender

-
- JANUARY FINANCIALS - Eric went over financials for January. Capitalized assets; accumulated depreciation schedule is up to date. Last year was \$212 grand. Income statement. Typical month. Fee income in line.
 - JANUARY BANK REC - nothing too much to be that went on. Dausman stated that the signature needs to be changed to a date issue. Eric needs a signature sheet. It will be discussed Wednesday or Thursday. Missing on bank reconciliation.

- ISBOA needs to be submitted by March 1st. Uploaded draft. Brought for Board to review. Once changes are made; then Diane will be able to hit the submit button prior to the deadline. Report is on a cash basis; so some of the figures are different. New aspects to this report on capital investments. Capitalization assets. Eric needs to look at the dollar threshold to complete on the report. We need to keep that in mind.
- 2022 BUDGET WORKSHOP PRESENTED - MARCH THROUGH JUNE DISCUSSION Karl asked that in June that we set the Budget dates for the 2023 budget.
- CD CHANGES DOCUMENTATION

• **Review and or Approve DECEMBER 28, 2021 Board Minutes**

Gary Dausman

- Motion was made to approve the December 28th minutes as presented.

CARRIED

Moved by Gary Brumbaugh, Seconded by Rodney Waldron

• **REVIEW AND OR APPROVE JANUARY 25, 2022 BOARD MINUTES**

Gary Dausman

- Motion was to approve the January 25th minutes as presented.

CARRIED

Moved by GARY, Seconded by Robin Loucks

• **Register of Claims**

GARY

- Hollenbeck’s invoice is not on the February register of claims. That addition would need to be added to tonight’s approval of claims.

CARRIED

Moved by GARY, Seconded by Robin Loucks

• **AGREEMENTS**

• **Past Due Review**

GARY

- LIENS - 15 were rejected by the Recorder’s office. Gary will get with Diane to do the form correctly and then the recorder’s office will never reject again.

• **CUSTOMER ISSUES**

All

- ACH’S Lippert
- Sewer overflows Done
- Smoker Craft bill was paid.
- Farmhouse bill tap on fees and the bills were paid.
- Mike Lemert that relates to a year ago; back to Rod addressing the issue of being short and it not snowballing. Diane worked that out with Mike.

• **2022 PROJECTS TO REVIEW**

GARY

- PAINTING OF PLANT (2021) 2022 - the Board has been after that; needs to get the quotes. And will decide with the Board to reapprove.
- TURTLE TOP REHAB (2021) approved in 2021 and still is not done. Generator and the rehab has not been done totally. Ferguson was contacted and given us a date of July. Brumbaugh questioned if we needed an additional easement. Dave stated that we did not need an additional easements.

- INFORMATION TECHNOLOGY - OFFICE - SBS PORTALS board pads and flow, phones - ROBIN - March through June. We need to make the final decision of if we are going forward with this or not. Ties into Cender and Dave. Phone change with all of that. Robin is going to be presenting the quotes. SBS Portals; Purchase order training for Matt and Diane for next meeting; along with some costs. Or the five Board member's can say no to doing this.
- SOLAR ENERGY -\$50 K FOR PLANT - one of the things on solar energy; two things there is a procedure that needs to be written and a Board member needs to be responsible for the maintaining. Review what is happening with the current solar panels. Rod was told that it had to be installed and in action by the end of June. If we are to put in another set of solar panels; they need to be put in and running by the end of June for NIPSCO to reimburse. NIPSCO has option of not purchasing the electric back. In that essence; we need to have solar energy Board member to get this information and bring it to the Board. There is an app for that too. Dausman asked who would like to take it over from AJ. Gary Brumbaugh stated he would take that over.

CARRIED

Moved by Rodney Waldron, Seconded by Robin Loucks

- LIFT STATION REHABS 6 & 15, MEANDERING MEADOWS - Matt will be getting quotes.
- ASPHALT SEALING - for office and the plant
- FERRIC TANKS - have to have the schedule for that being done.
- CLEANING SEWER FLOW SYSTEM 20% - in March we need to be getting quotes in order to get this begun.
- UV PROJECT - product is here.

Astbury Water Technologies Group - Plant Operations

Matthew Rippey

- Chairman welcomed Tom Astbury and Kevin Scoki
- Matt gave notice that he would be leaving Astbury to accept another position. Dan Fox will be involved in the day to day operations. Steve Warner was hired and a gentleman Aaron Dixon. Preventative maintenance software systems. Wished Matt well in his new endeavors. Dausman wanted to know who would be doing the operations report and attending the Board meetings. Dan Fox will be filling in until Aaron Dixon comes on Board on March 7th. Good terms with Matt; he will be available to questions. Dan insured a smooth transition.
- OPERATIONS REPORT
- Approve operations report as presented.

CARRIED

Moved by Gary Brumbaugh, Seconded by Rodney Waldron

- Purchase VFD for the second RAS pump. Requesting approval for the L&M quote. At a costs of \$3,448.00.

CARRIED

Moved by Rodney Waldron, Seconded by Robin Loucks

- RECYCLING is still held up because we need to get the oil out of those pumps. March we need update when this will be done.
- RAS PUMPS will be done when L&M is complete.
- SBS MAPS - replacement will need to be educated on how to do this.
- 5 YEAR PROJECT PLAN 2023 - 2027 (JUNE 2022) - Matt did this five years ago and a new one is needed. Clarifier coating. What's next. We really need to know.
- WEED REMOVAL BETTER ON FENCES AND SOLAR PANELS 2022 - they spray weed killer or do weed removal. We need it to look cleaner and better.
- REEDS ON WASTE TANKS - when is this going to be done?
- Purchase order flow on SBS - that training will be about an hour. Do we do with Matt or bring Dan in? Steve is who Tom stated.

- SBS portals and procedures - Purchase order's approved with W-9's to get those done properly so outstanding invoices can be paid.
- Manhole cover issue called in yesterday. Someone plowed over. And it fell down in the sewer. There are cones around it now. Rod asked if it was open? County plows out the alleys, Brumbaugh stated. Loucks stated if the county sub contracts this out; then go after the contractor who plowed. Tom said that the next meeting Dan will be here.
- Trail plan clearing the Road to the outfall. Rod said that he can clean that out.

• **FINANCIAL CLERK SECRETARY REPORT**

Diane Smith

• FINANCIAL CLERK REPORT

- Motion was to accept report as submitted.

CARRIED

Moved by Rodney Waldron, Seconded by Robin Loucks

- EMPLOYEE SERVICE RECORD - starts new this week. Looking at to make sure correct.
- AMPSTUN CHECK ISSUE - software change. No software
- FINALIZE EVALUATIONS/VACATION SCHEDULE evaluation done yesterday. Vacation schedule needs to be done.
- Diane requested on Board meetings that she be able to leave at 9 pm.

• **UNFINISHED BUSINESS:**

GARY

- LANDSCAPING - ONE PLANT NEEDS REPLACED - we've already paid.
- WEED & FEED SPRING Dausman will obtain quote
- OVERSEED FALL
- PHONE APP
- FILE RETENTION - MARCH 2nd the shredded will be done.
- INTERRA BILL PAY Dausman has filled out with Ashley; their third party bill pay wants to charge us. ACH'S can be done without an INTERRA bill pay. Suggest that we hand out our ACH form. It can be done with any bank no matter of their location.
- CREDIT CARD REWARDS
- MILLER PAYMENT - GARY BRUMBAUGH Gary met with them and they are suppose to come in. Miller's can farm land; and we can not have anyone else farm the land. Should have a contract for him to sign. Not the amount; the open contract needs satisfied.
- HEATING SCHEDULE FOR OFFICE - need to get that done in March. So we are doing right thing when the ac people can do; where the ac and heating is suppose to be. Set policy. Then if it is changed; she can do an over ride. We need to do a base. Dausman asked for a Bord member to take this on. Legacy to come in and set it up. Electric heater in the bathroom closest to the file room. Legacy to come out and look at the heater that is not working. And Dausman will get with the JPR quote.
- LEAK IN OFFICE - Leak has been fixed and Robin placed cover on; and painting needs to be done.

• **New Business**

All

- FLAG AND POLE FOR OFFICE - Rod stated good idea. Dausman will get a quote. Premier signs does a good job. They sell and install them.
- SOUND WALL BETWEEN DIANE AND CONFERENCE ROOM - Put sound wall in with a door to the conference room.
- Boy Scouts sent soliciting donations. As conservancy can not participate.
- Pump at Falcon's nest came apart. Matt went and disconnected. Needs pumped down and pump fixed. Dausman stated this needs to be put on operations report.

• **ADJOURNMENT**

GARY

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- Made a motion to adjourn the NPCD Board of Director’s meeting.

CARRIED

Moved by Gary Brumbaugh, Seconded by Robin Loucks

Remarked by Diane Smith

- The meeting was closed at 8:47 pm

Remarked by Diane Smith

- The next Board of Director’s meeting will be held on March 22, 2022 at the administration building. The meeting will commence at 6:30 pm promptly.

Remarked by Diane Smith

- Please sign above your printed name.

Remarked by Diane Smith

- _____

Remarked by Diane Smith

- Chairman of the Board - Gary R Dausman

Remarked by Diane Smith

- _____

Remarked by Diane Smith

- Vice Chairman of the Board - Gary Brumbaugh

Remarked by Diane Smith

- _____

Remarked by Diane Smith

- President of the Board of Finance - Robin Loucks

Remarked by Diane Smith

- _____

Remarked by Diane Smith

- District III Elected Official - Rod Waldron

Remarked by Diane Smith

- _____

Remarked by Diane Smith

- District V - Position open

Remarked by Diane Smith

- _____

Remarked by Diane Smith

- Attested by: Financial Clerk/Secretary - Diane Smith