

MINUTES New Paris Conservancy District Board Meeting

MEETING MINUTES

TUESDAY JAN 28, 2020 6:30 PM-9:00 PM

NPCD ADMINISTRATION BUILDING

Chair Gary Dausman
Attendees Brad Smith
Donn Neff Neff
Ken Jones, Jr.
Absent AJ LANE

Dave
Gary Brumbaugh
Rodney Waldron
Tony Neff

Diane Smith
Karl Cender

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

Gary Dausman

- **Welcome citizens in attendance**

Gary Dausman

- Chairman Dausman welcomed Brad Smith citizen in attendance.

- **INTERNAL CONTROL REVIEW**

Gary Dausman

- Went over internal controls and the missing resolutions.
- Went over the ISBOA last audit and Hollenbeck and Cender's comments to the State and what the District needs to do to be in compliance.
- Optical copies of the checks need to be changed in the internal controls manual from monthly to annual.

- **CENDER & CO. KARL CENDER**

Karl Cender

- Does the Board want Cender to do a rate study for the Board? In preparation of the 2021 budget? Karl gave us a quote of \$4,500.00 for rate study. March meeting address with Board. Karl will give us a break down of what the rate study entails in the February Board Meeting.
- Fixed assets are being put in by Ampstun.
- Cender is working on the fund accounting in Ampstun.
- Cender was invited to the February Board of Director's meeting.

- **Dave Hollenbeck - NPCD Attorney**

Dave

- Hollenbeck stated the minutes of December 19, 2019 were in compliance.
- Waldron is against raising taxes; he wants us to lower tax rates like we have done the last three years.
- Brumbaugh stated that he would like to see the cumulative improvement fund increase and lower the general tax fund.
- Asking Dave to provide the different district's that he represents and the way they are funded.
- Hollenbeck has contacted Elkhart County Recorder who stated that we needed to talk with the Elkhart County Attorney. Dave made a call to Gordon Lord. He has not heard back yet.
- Hollenbeck Employee Handbook; tabled until February.
- Elkhart County Recorder on Liens; Liens being attached to people, program they want me to pay for; do we qualify to have access to their system for free?
- Curtis Hill's opinion was forwarded to Hollenbeck; and Dave is doing further study and will get with us.
- Hollenbeck will get with Smith on the properties that are violation of our sewer use ordinance. He looked over the letters and they met his approval. December 22, 2019; is the due date. January we will know the people who are still in violation of the sewer use ordinance. Dave will get with Diane and then he will be prepared to advise at the February Board meeting. We sent out 205 letters.
- Hollenbeck will be at the February Board of Director's meeting.

- **Update on DT, JPR & NPCD**

All

- Kenny went over the change order's; and the pay applications.
- To approve the change order with JPR; D&T and NPCD.

CARRIED

Moved by Gary Dausman, Seconded by Rodney Waldron

- Motion was made to pay the claim to D&T for \$55,716.00.

CARRIED

Moved by Gary Brumbaugh, Seconded by Rodney Waldron

- **Board Review/Approve minutes of December 19, 2019.**

All

- Minutes approved as submitted.

CARRIED

Moved by Gary Brumbaugh, Seconded by Rodney Waldron

- **JPR**

Gary Dausman, Ken Jones, Jr.

- Punch list on adm building is now a warranty list.
- Substantial completion is December 16th, 2019. Any items that are not related to the retain age; is covered under warranty; and the District is not to incur any further costs.
- Facade will now fall into the warranty period. December 16th, 2020 is when it expires.
- Outlet's in the mechanical room have been changed at a cost to us of \$150.00. The GFI outlet's were tripping the network and the camera's out. Outlet's are dedicated line.

- **Astbury Contract Operations - Donn Neff**

Donn Neff Neff

- Motion was to approve Astbury's report as submitted.

CARRIED

Moved by Gary Brumbaugh, Seconded by Rodney Waldron

- #2 will not be discussed until January 2020's board meeting.
- Smart Cabinetry; Astbury to get back with us on their fees.
- Brumbaugh requested that the outside of the plant be cleaned up.
- Ferguson quotes on Lutes Farm, Betterway and RAS pumps - \$145,000.00. The three projects discussed are for 2020 projects.
- Astbury is going to give us the quotes on updating the lift stations
- DT Doors still working on pricing for garage doors; tabling till Spring. Replace vs paint; quote on replace doors.
- Lift Station Improvements
- RAS pump quotes. Obtaining three more quotes; the old quotes expired.
- Turtle Top is for 2021.
- Quotes for projects for this year. Tabled until next meeting.
- Sump pump inspections to date: 95 inspections conducted to date. 19 failed inspections and 5 corrected of those 19 failures.
- Smart Cabinetry will have their own special discharge permit. More work for NPCD. Why aren't we charging them more? Not addressed at the meeting.

• FINANCIAL CLERK SECRETARY REPORT

Diane Smith, AJ LANE

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- Approve report as submitted.

CARRIED

Moved by Gary Dausman, Seconded by Rodney Waldron

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- PayGov payment issue; Diane performing audit.
 - Battery Back ups have been placed on the network; and the network back up was placed on the security cameras. Mapletonics is to be crediting the District for wasting 2 1/2 hours of the FC/Sec's time.
 - Diane is to get quotes on leasing a printer.

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- Motion was made to approve the quote from Johnson's Lawn Maintenance quote of \$60.00 per lot or \$120.00 for both.

CARRIED

Moved by Gary Brumbaugh, Seconded by Rodney Waldron

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- Motion was made for Smith to use 4 vacation days by March 1 and the District will pay four days of unused vacation.

CARRIED

Moved by Gary Brumbaugh, Seconded by Rodney Waldron

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- Landscape tabled. Until Spring.
 - EDU Review - Feb billing will go out as normal. Astbury is going to be asked to go ou
 - NPCD Register of Claims

Diane Smith

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- Motion was made to approve the December's paid claims from 12/1/2019 to 12/31/2019

CARRIED

Moved by Gary Dausman, Seconded by Rodney Waldron

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- Open invoices not paid for December 2019. Motion to void and delete DT's pay application for \$64,616.16 and to not pay JPR's invoice of \$105.00.

CARRIED

Moved by Gary Dausman, Seconded by Rodney Waldron

• Administration Tickler List:

Gary Dausman

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- Verizon VOIP
 - Administration building handicap cement pad needed. AJ to update the Board.
 - Security Camera update: Dausman stated that 88 security came out and reset the parameters; and have not had any further issues.
 - Landscaping & Rock - Tabled until Spring.
 - Tinted windows
 - Electrical Issues

• NEW BUSINESS:

Gary Dausman

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- Brumbaugh questioned John Schrock and Knepp Sand and Stone. On the EDU list; Knepp Sand and Stone; because they only should be receiving one bill; The error was on the EDU list; It should have been John Schrock. Then the question was why John Schrock was only receiving one bill; so I read to the Board the notes on the account.
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- **UNFINISHED BUSINESS:**

Gary Dausman

- Audit expense charged by the State: Todd Caldwell was to have gotten back with NPCD; update; AJ volunteered to follow through with Nisley sent a letter on the District's behalf in regards to the Audit costs.
- Work Station: Office Interiors sent a revision to the work station to make Diane's work space more efficient.
- Cement
- Remove the penalties in payments put in the drop box. Customer's will have till 11:59 pm to place their payments in the drop box and have the penalties removed. Resolution

CARRIED

Moved by Gary Dausman, Seconded by Rodney Waldron

- Motion made to accept Tony Neff's resignation for District I

CARRIED

Moved by Gary Brumbaugh, Seconded by Rodney Waldron

- Working on office move. Hopefully done by the end of February.
- Board Member annual training; AJ is the only one to turn in his training docket.
- Change locks on plant
- Change Gate Key Pad
- Prior Board action was to have correspondence with Attorney and CPA run through the office. Smith is to pull the Board's action for their review.
- Painting entire plant
- Land O Goshen
- Solar energy
- Wind energy
- District Files in garage that are destroyed. Someone needs to go through them to see what is in the boxes; then taken to the County for them to destroy. Who is going to take them.
- 2021 Budget item; Turtle Top Lift Station upgrade.

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

Gary Dausman

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

Gary Dausman

- The next Board of Director's meeting will be held on February 25, 2020; at the New Paris Conservancy District's Administration Building. Annual meeting Board meeting will be held first; reorganization - the Board needs to appoint two Board Members. Following the Annual meeting; the February's Board meeting will commence at 6:30 p.m.
- ADJOURNMENT 9:44 p.m.

CARRIED

Moved by Gary Dausman, Seconded by Rodney Waldron

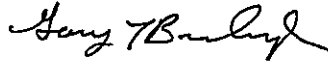
- **RESPECTFULLY SUBMITTED BY THE NEW PARIS CONSERVANCY DISTRICT BOARD OF DIRECTORS: ATTESTED BY THE FINANCIAL CLERK/SECRETARY**

Remarked by Gary Dausman

Remarked by Gary Brumbaugh

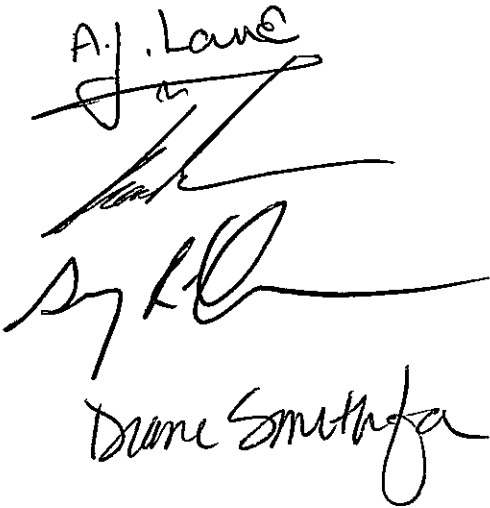
• *Remarked by AJ LANE*

• *Remarked by Tony Neff*



• *Remarked by Rodney Waldron*

• *Remarked by Diane Smith*



A.J. Lane
Tony Neff
Rodney Waldron
Diane Smith