

MINUTES New Paris Conservancy District Board Meeting

MEETING MINUTES

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

NPCD ADMINISTRATION BUILDING

Chair Gary Dausman

Attendees AJ LANE
Diane Smith
Karl Cender

Brad Smith
Donn Neff Neff
Rodney Waldron

Dave
Gary Brumbaugh

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

Gary Dausman

- **Welcome citizens in attendance**

Gary Dausman

- Chairman Dausman welcomed Brad Smith

- **NPCD ATTORNEY - DAVE HOLLENBECK**

All

- June 10, 2020 Special Board Meeting were in compliance
- June 23, 2020 Board Minutes were in compliance
- Liens - referencing executive order. Dave sent an email to the Board. Before we place liens the Governor's executive order states that we have to offer those delinquent a payment plan. Governor's executive order stated we had to come up with reasonable payment plans for individuals. Consensus as of August 14TH we consider what amount of the delinquency customer's would have to pay. Customer's would be responsible to pay the current bill along with 1/6th of the past due amounts. If the customer fails in the payment plan that is set forth; then a lien filed and certified. Hollenbeck is to get the proper wording to put on the Customer's statements by August 3, 2020.
- Handbook The Vice Chairman and the Chairman met in going through the handbook. Cheri already has it for review. Cheri is going to have a handbook to have for every Board member in August.
- SEWER OVERFLOW - List of five names for Dave to write letters to. Chairman Dausman stated that he failed to provide Hollenbeck with a list.

- **CENDER CO - KARL CENDER**

Karl Cender

- Nicole has taken a position with another firm. Karl does have a back up hired; along with his other staff being of support.
- Fund Compliance - Cender asked to postpone this until August Board meeting.
- RECONCILIATION REVIEW - June's books are reconciled and balanced. Well done.
- 2018/2019 Financials This has all been taken care of with Diane uploading to Gateway.
- Resolutions for purchasing he will have for us in August.
- June Financial Review. Still need to look at the accounts receivable to the general ledger. He will get with Chairman tomorrow.
- Budget/Tax/Rate Review/Rate study - how do we move forward for 2021 and review of 2018 audit compliance
- Put all on taxes; all on user fees; or keep as we are have done; and also decide if we want to lower the current tax rate. Tonight we need to come to an agreement on the budget numbers to upload into gateway. Chairman suggested that if we were going to change the current way of collections; to have time to educate the people of their respective districts. Donn who is a landowner of the District wanted to know if they would consider a 60/40. Chairman stated he felt we could reduce the budget at the adoption meeting; and then reduce the budget by \$50 grand. Looks like we have \$300,000.00 expenditures for the coming year.
- Rod made a motion to keep the property taxes/and the monthly usage fee at 50% each. Brumbaugh seconded.

CARRIED

Moved by Gary Brumbaugh, Seconded by Rodney Waldron

- Motion was to drop the budget to \$50,000.00. For the General Fund.

CARRIED**Moved by Gary Dausman, Seconded by Rodney Waldron**

- August and September. August will be the public hearing and September will be the adoption.
- 2018 Audit; Dave sent out a letter in response to it. Cash reconciliation. Accounts receivable needs to reconcile to the general ledger. And done timely.
- Review the audit response 2018: Vendor disbursements. Payroll disbursement. In the register of claims now. Certificate training by Board Members and staff.

- **REGISTER OF CLAIMS Includes Payroll**

Gary Dausman

- To approve the register of claims and payroll as presented. The Staples invoices were before the current resolution. It was done for the account to bring current.

CARRIED**Moved by Rodney Waldron, Seconded by AJ LANE**

- **PAST DUE REVIEW**

Gary Dausman

- Chairman Dausman stated that the past due balances were less than they were.

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

Donn Neff Neff

- Accept report as presented

CARRIED**Moved by Rodney Waldron, Seconded by AJ LANE**

- **Tom Astbury was to attend's tonight's Board meeting to review the contract for 2021. He will attend in August.**

All

- Motion to purchase omnisite batteries at a quote price of \$216.00 each. Estimated shipping costs of \$15.00 total \$231.00.

CARRIED**Moved by Rodney Waldron, Seconded by AJ LANE**

- Motion to purchase the uv bulbs at a cost of \$2336.00. From the Henry P. Thompson Company.

CARRIED**Moved by Rodney Waldron, Seconded by AJ LANE**

- Lift Station for repair for the Boy Scout Cabin. Don is recommending a new electrical panel; and pump. Chairman suggested to get a quote. The fiberglass tank is from 1994. Haskins seems interested; Ferguson does not.
- Smart Cabinetry does not need special charges. Donn is working with IDEM on a possible change to our permit.

- Minutes of June 10, 2020 Special Board Meeting to Review and or Approve.

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

- **Minutes of June 28, 2020 for Board to Review and or Approve**

Gary Dausman

- Minutes of June 23, 2020 Board of Finance Approved.

CARRIED**Moved by Gary Dausman, Seconded by Rodney Waldron**

- Minutes of June 23 Board Meeting. As amended. Vice Chairman Brumbaugh just wanted to inform the Board there are other options such as land applying.

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

- **Customer Issues**

All

- Bishop - Credited account. And show payment was applied. Diane is checking into.
- Fedorow - We will credit the lien filing fee; but the amount of \$182.56. Is still owed. Chairman will sit down with her and explain to her the money is owed and will set up a payment plant for six months. But the active account will need to be current.

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

- **FINANCIAL CLERK/SECRETARY REPORT**

Diane Smith

- Motion to accept FC Sec Rpt as presented

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

- AUDIT UPDATE nothing to update
- Auto Attendant is working
- Speaker phone is working; have to pay for an additional phone line for it to work.
- Signs for parking lot; Done.
- Customer's that pay through bill pay with their banks; we are working with Interra to have funds directly deposited into our account rather than receiving checks to process.
- Mice. Critters. Call RS Pest. They have not been here.

- **CUSTOMER ISSUES**

Gary Dausman

- Liens and Penalties. We passed ninety days to place and certify liens.

CARRIED**Moved by Rodney Waldron, Seconded by AJ LANE**

- **NEW BUSINESS:**

Gary Dausman

- Employee evaluations will need to be turned in at the July 28th Board Meeting. Then the Chairman and the President of the Board of Finance will give Diane her review. Since the rest of the Board was not prepared; they were asked to have this completed by the August 2020 Board meeting.

- **Administration Tickler List:**

Gary Dausman

- Audit 2018 compliance update uploaded to Indiana Department of Local Government's website.
- Audit 2019 compliance update uploaded to Indiana Department of Local Government's website
- DT Construction - July the Chairman wants to close out the contract. - We are waiting to hear back from Dave on the progress on this.

- PAY AT INTERRA - Instead of payments being mailed via check; for auto payments; payments will be sent via electronically. Third party bill pay.

CARRIED

Moved by Gary Dausman, Seconded by AJ LANE

- FRONT SIGNAGE

- Motion was made to have signs placed in the parking lot for no trespassing after hours.

CARRIED

Moved by Rodney Waldron, Seconded by AJ LANE

- District Sign for Parking Lot - Tabled
- Employee Handbook - Covered above in FC Sec report.
- Projects 2021 and beyond.
- LOGO
- Disposal of Computer Equipment
- No quote for logo. He's had injury and corona virus. Something in August.
- District Map project. Electronic format.
- JPR was to have sent an upload on the District's Maps.
- NPDES PERMIT
- OBSOLETE/OVERSTOCK OF SUPPLIES
- LED LIGHTS FOR PLANT - Board action taken under operations area of report.
- Plant Key Pad entrance
- TURTLE TOP LIFT STATION - moved to July 2021
- DESTRUCTION OF FILES Fill out a form and discuss what you want to approve. If they do not respond, you can do whatever you want with the files then.
- BACK UP FOR OFFICE
- Employee review. Included with board materials tonight. Due to hand into Chairman on July 28, 2020 Board meeting.

• **UNFINISHED BUSINESS:**

Gary Dausman

- DT Consturction contract. We are waiting for Hollenbeck.
- Johnson's have to apply special seeds in the fall. We have the amount for the seed; it will come out of DT's retainege.
- Painting entire plant Refurbish and Paint the inside of the plant. Asking Don to get quotes. Walls and color coating. Just do not do the file room.
- Key box will come later.
- Burger Dairy; land of Goshen in September in the EDU process have Don to go and inspect.
- Back up for office
- Employee Review; Did you bring those today. Drop off in a sealed envelope. Do it in August. Chairman asked AJ to join him during the evaluation.
- Plant key pad entrance. Don talked to Professional Electric. No response.
- Solar energy

- Motion to close the meeting.

CARRIED

Moved by Gary Brumbaugh, Seconded by Rodney Waldron

• **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

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- The next Board of Director's meeting will be held on August 25, 2020; at the New Paris Conservancy District's Administration Building. Public hearing on the proposed 2021 Budget meeting will commence at 6:30 pm . The regular board meeting will commence right after the special meeting.

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- ADJOURNMENT 8:23 p.m.

CARRIED

Moved by Rodney Waldron, Seconded by AJ LANE

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

Remarked by Gary Dausman

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Remarked by Gary Brumbaugh

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Remarked by AJ LANE

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Remarked by Rodney Waldron

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Remarked by Diane Smith

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