

MINUTES New Paris Conservancy District Board Meeting

MEETING MINUTES

TUESDAY JUN 23, 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 & Denise Fedorow, citizens in attendance.

- **NPCD ATTORNEY - DAVE HOLLENBECK**

All

- May 26 2020 Board Minutes were in compliance
- June 10, 2020 Board Minutes were in compliance

- Executive Session - notice was to "Discuss The Direction of the District"; and the memorandum of the Executive Session was to discuss personnel. Smith questioned the memorandum; the memorandum published is not the same as what was put in public notices. Dave advised this is correct.

CARRIED

Moved by Rodney Waldron, Seconded by AJ LANE

- Employee handbook based on a template he used for Valparaiso; It covers much more in detail than the other handbook. Board to delegate to the Chairman and the the Vice Chairman and then take bring it to the July Board meeting for adoption. Chairman Dausman asked if any other Board member would sit down and go through the Book. Vice Chairman Brumbaugh will sit with the Chairman to work on the handbook.

CARRIED

Moved by Gary Brumbaugh, Seconded by AJ LANE

- DT Construction Chairman is going to try to finalize the contract with DT and will need Dave's time from August 26th to today for DT's non compliance. July board meeting.
- SEWER OVERFLOW - JUNE 10

- **Denise Fedorow - complaint on lien account. She addressed the Board and provided back up paperwork.**

All

- Chairman Dausman stated that the Board would look over her materials and invited her to the July's Board meeting.

- **CENDER CO - KARL CENDER**

Karl Cender

- FUND COMPLIANCE is put on hold until the financials are straightened out.

- 2018 2019 FINANCIALS year end. Earlier meeting; the accounting issues; additional work done by Nicole, Chairman and Diane; still some variance as of 2019. Recommendation to close 2019 and move forward. May is reconciled and current every month. If the Board is in agreement with the adjustments being proposed to clean up the cash accounts and accounts receivable; they will reopen gateway and make adjustments to the 2018; and 2019. Variance found in 2018. There was a change to the 2018 financials. Cender will go in and make adjustments to the 2018 files as well. Issues are date issues. There is no fraudulent activity. One additional entry would be construction in progress to increase the capacity of the plant. It needs to be taken out of the construction in progress and move it to the equipment account. It would add a little depreciation in 2019. Then in 2020; there will be two other projects for 2020 that will need to be taken out of that and move the construction into the completed account and then the office construction.

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

- RESOLUTIONS - JUNE 10

- Resolution 2019 - 02 for PayGov. Com to update the resolution.

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

- Resolution 2020 - 03 Open Door Policy

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

- Resolution 2020 - 04 Amended Purchasing Policies; Board Chairman or Vice Chairman to approve in between Board meetings. Most purchases have already been approved by the Board prior authorization or quotes.

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

- Resolution 2020 - 05 Amending authorization to timely pay bills, invoices and claims.

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

- Resolution 2020 - 06 Amended purchasing policies for the Conservancy District Pursuant to IC 5-22

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

- Resolution 2020 - 07 for Addressing Various Accounting and Billing Policies: the billing costs to reprint would be \$15.00 per occurrence. Brumbaugh personal has reservations with the electronic fund transfer; along with the MasterCard. All taxes and perf must be electronically files.

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

- Resolution 2020-08 A resolution for establishing regular office hours. Diane stated that she cannot be here at 11 am on Tuesday's and Thursday's. She could work 1 to 5. Motion to approve with the hours M-W-F 9 to 5 and tues and thurs 1 to 5.

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

- Resolution 2020 - 09. A Resolution Amending Salaries and Wages for 2020. Making it beginning on July 6, 2020. Employees who work 32 hours is considered part time. Brumbaugh questioned the part time in regards to employee handbook.

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

- RECONCILIATION REVIEW - May is reconciled and balanced.

• REGISTER OF CLAIMS

Gary Dausman

- There is an issue with Ferguson bill that needs to be taken care of; received quote; bill came in \$105.00 over quote. Don is going to try to get the freight back. Don emailed Tom. Hollenbeck's invoice needs to be approved.
- Motion to accept register of claims and payroll as presented.

CARRIED

Moved by Gary Dausman, Seconded by AJ LANE

- **President of the Board of Finance requested that the meeting be paused to go into a NPCD Board of Finance Meeting. Chairman Dausman acknowledged the request and the meeting was suspended.**

Gary Dausman

- **Chairman Dausman acknowledged that the NPCD Board of Finance was closed and reopened the Board of Director's Meeting.**

Gary Dausman

• PAST DUE REVIEW

Gary Dausman

- Discussion with Hollenbeck was placing liens on the District's delinquent accounts.
- EMPLOYEE HEALTH INSURANCE
- **Astbury Water Technologies Group - Plant Operations**

Donn Neff Neff

- Accept report as presented

CARRIED

Moved by Gary Dausman, Seconded by AJ LANE

- UPDATE ON PROJECT
- SEWER CLEANING 10%
- SUB PUMP INSPECTION UPDATES
- UPDATES ON THE DOORS AT THE PLANT AND GARAGE Everything completed except some caulking.
- Donn has received permission from Tom Astbury to purchase a metal detector along with a locator to locate sewer lines.
- Sewer cleaning suggests to up from 10% to 20% of sewer cleaning. Donn is getting us a quote. Don will bring to July meeting.
- Ferric Chloride delivered today. Donn talked to them on how to clean the tank. The particles on the bottom of the tank; the pressure water will heat up crystals and will dissipate the crystals. Donn said we needed ferric chloride prior to tonight's Board meeting. The Chairman sent out a memo to the rest of the Board members and approved Donn to purchase. Chairman requests approval of ferric chloride.

CARRIED

Moved by Rodney Waldron, Seconded by AJ LANE

- There is a leak on the lift station at the Meadows. Donn asked Rod to go down to the lift station to see the leak. He is going to try to seal the leak. If he can't the Board will need to make decisions.
- Donn is requesting the District purchase two additional pumps; between \$700 to \$800 per pump. He suggested we purchase through Bluebook. Chairman requested he provide a purchase order.

CARRIED

Moved by Rodney Waldron, Seconded by AJ LANE

- July the budget. LED lightening for the plant. To replace all light fixtures; \$11,186.19. Budget for next July. Outside light is broke. The pole on the NE corner is broke. There is also an external light on the south side that is burning 24 hours a day. No emergency lights in the event of a power outages in the basement. \$1827.00 to fix this year. Need to fix two lights outside. And an emergency light in the basement. Professional Electric. Smith asked why the emergency lights in the office do not come on. Chairman will ask Brad when he talks with him.

CARRIED

Moved by Gary Brumbaugh, Seconded by AJ LANE

- Vice Chairman Brumbaugh questioned why the District paid \$25,000.00 for sludge removal; when the District has a land application permit?
- Motion was made to allow Astbury to clean two tanks instead of just the one that was previously approved.

CARRIED

Moved by Gary Brumbaugh, Seconded by AJ LANE

- Employment charts - Donn reported that Astbury purchased for the plant; and in the future the District will have to provide.
- Smart cabinetry has been billed for Astbury's testing.

Minutes of May 26, 2020 for Board to Review and or Approve.

Gary Dausman

- Motion was to accept minutes of May 26, 2020 as presented.

CARRIED

Moved by Rodney Waldron, Seconded by AJ LANE

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

Gary Dausman

OPEN ACTION

- Tabled until July's Board of Director's meeting.
HIGH PRIORITY Due: TUE JUL 28, 2020 6:00 PM Responsible: Diane Smith

FINANCIAL CLERK/SECRETARY REPORT

Diane Smith

- Motion to accept FC Sec Rpt as presented

CARRIED

Moved by Rodney Waldron, Seconded by AJ LANE

- AUDIT UPDATE nothing to update
- Check Scan - Interra's scanner is up and running. So far everything has been working good.
- PAY FIRST OF THE MONTH STANDARD PAYABLES I.E. ASTBURY, ANTHEM, ETC.
- Auto Attendant Yet - Need to get it up to date
- Vacation Days Scheduled: 6/26/2020, 6/29/2020, July 1, 2020 and July 2, 2020.

- To approve vacation days requested.

CARRIED

Moved by Gary Brumbaugh, Seconded by AJ LANE

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

- Chairman and Diane met with Elkhart County Recorder's office last Friday. When you file a lien with them. They record the lien to the person in the recorder's office. Then they put the property description there. Once you take that over to auditor's office the lien is then attached to the property. Let's file the liens and release the liens; nothing has changed on how Diane does her job. She releases the liens; paying \$50.00; Kaala said that she would take care of me in the event there are not too many. Files and release as normal; and if there is too many can pay the \$50.00 a month.

• **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.

• **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.

- 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

• OFFICE CLEANING

- Made a motion to hire cleaning company to come in one time prior to Board Meeting at the cost of \$100.00

CARRIED

Moved by Rodney Waldron, 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.
- Budget/Tax Rate - July
- Projects 2021 and beyond.
- LOGO
- DISTRICT MAP PROJECT
- NPDES PERMIT
- OBSOLETE/OVERSTOCK OF SUPPLIES
- LED LIGHTS FOR PLANT - Board action taken under operations area of report.
- Plant Key Pad entrance
- LANDSCAPING - Approved in the June 11, 2020 Board meeting.
- TURTLE TOP LIFT STATION - moved to July 2021
- INSPECTIONS - BURGER DAIRY, LAND O GOSHEN

- 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.
- AUDIT EXPENSE AJ - Board decided to remove this item as we were not able to get this resolved in over a year and a half.
- 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 - 40 hours July 1st. Nadia Frye. Possibility for vacations.
- Employee review. Included with board materials tonight. Due to hand into Chairman on July 28, 2020 Board meeting.

• **UNFINISHED BUSINESS:**

Gary Dausman

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- Painting entire plant
 - Solar energy
 - Wind energy
 - 2021 Budget item; generator on Turtle Top Lift Station

• **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 July 28, 2020; at the New Paris Conservancy District's Administration Building. The meeting will commence at 6:30 pm
 - ADJOURNMENT 9:40 p.m.

CARRIED

Moved by Rodney Waldron, Seconded by AJ LANE

• **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 Tony Neff

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Remarked by Rodney Waldron

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Remarked by Diane Smith

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