

MEETING MINUTES- New Paris Conservancy District Board Meeting

MEETING MINUTES

TUESDAY JUN 28, 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
Tom Astbury

- **Open the meeting**

Gary Brumbaugh

- **Chairman Brumbaugh opened the meeting at 6:30 p.m.**

Gary Brumbaugh

- **Welcome citizens in attendance**

Gary Brumbaugh

- Gary welcomed Brad Smith citizen in attendance

- **INTERNAL CONTROL REVIEW**

Gary Brumbaugh

- SBOA audit schedule and review; email was sent to Board, Cender and Hollenbeck. Giving update on time frame. It has been moved back due to priorities being changed at the SBOA.
- RESOLUTION AND POLICY PROCEDURES CHANGES - JUNE
- INTERNAL MANUAL REDONE FOR SIGNATURES MISSING FROM 2020

- **NPCD ATTORNEY**

Dave

- MINUTES OF MAY 24, 2022 IN COMPLIANCE?
- Dave stated that the minutes in compliance.
- Assessed valuation figures on the lift station that we were given by NPDC. It had been on there for some time. In Indiana we pay property taxes one year in arrears. Taxes paid this year to be paid last year. The \$100 net assessed valuation will stay on until 2022 taxes. Economic is minuscule of \$100.00; the tax bill will be for \$5.00. Diane to get ahold of County to reverse the attestation on the property taxes.
- Rod made motion to go forward with increasing the hook up residential fees from \$1200.00 to \$1500.00. Dave requested to send Dave copy of the signed resolution.

CARRIED

Moved by Rodney Waldron, Seconded by Bob Stutzman

- **CENDER & CO. KARL CENDER - Eric filling in for Karl**

Karl Cender

- MAY 2022 FINANCIALS
- The 30th of June, we are to be receiving the spring tax collections.
- MAY 2022 BANK RECONCILIATION was signed awaiting Chairman's signature.
- INTERNAL CONTROL MANUAL - inventory on various policies that relate to internal controls; and then reaffirm which ones need to be updated. Will need to get with Diane to work with them to get this completed.

- **2023 BUDGET - DATES & SCHEDULE - JULY**

Karl Cender

- Will use the June 30th financials on the Budget. Need public hearing; and then budget adoption meeting. The August 23 Board Meeting for the public hearing on the proposed 2023 budgets. At the July meeting present the preliminary budget to the Board. Budget is only for the general fund. They are looking at a 5% increase in the 2023 budget. September 27TH for the adoption of the budget.
- Chairman Brumbaugh questioned the projects and how that plays into the budget. State does not require us to adopt a budget for operations.
- Diane had a question on the pre budget worksheets. Cender has the preliminary completed; Smith just needs to update.
- AFR changed with the ISBOA; Eric spoke with auditor; the changes are not significant; financials on a proper accounting basis; and the state uses a cash basis. They are not changing any cash balances. Just increasing receipts and expenditures. Other receipts and other expenses. Eric has another adjustment proposed to look at. Then Diane will reopen the AFR and make the changes and then resubmit.
- Robin had a question on putting the sewer bills all on property taxes vs monthly bills. Eric will have to get Karl involved to answer that answer.

• **PRESIDENT OF THE BOARD OF FINANCE REPORT**

Robin Loucks

- DEPOSIT TRACING was not completed due to not receiving the information to do so.
- INTERRA SIGNATURE SHEET to remove we need death certificate. Family has dropped it off to Interra. Family dropped that off of INTERRA. Then his name would automatically be removed. AJ Lane still appears on the credit card. It is required to have it on there. The credit card needs to be closed a new application must be submitted for a new card. Any pre authorized. To add new Chairman, proof of new id; signature; or all three could be there at same time. Robin will get with Elkhart County and see how they have theirs set up.
- INTERRA ACCOUNT SET UP refer to President Board of Finance report.
- INTERRA FIANANCES refer to President Board of Finance report.
- Geek squad scam emailed.

• **Review and or Approve MAY 24 2022 Board Minutes**

Gary Brumbaugh

- MOTION TO APPROVE THE MINUTES AS PRESENTED.

CARRIED

Moved by Rodney Waldron, Seconded by Robin Loucks

• **Register of Claims**

Gary Brumbaugh

- APPROVED REGISTER OF CLAIMS WITH CORRECTIONS. With the understanding that Blachly Tabor Bozik and & Hartman, invoice error will be reimbursing the district in the dollar amount of \$9842.50

CARRIED

Moved by Rodney Waldron, Seconded by Robin Loucks

- MOTION WAS MADE TO REPLACE THE SECURITY MONITOR; WITH A 32" AT \$250.00

CARRIED

Moved by Rodney Waldron, Seconded by Bob Stutzman

- ANTHEM'S MONTHLY BILL CAME IN \$24.20 MORE THAN WHAT THE BOARD HAD APPROVED IN MAY. MOTION WAS TO APPROVE THE MONTHLY COST OF \$1706.52.

CARRIED

Moved by Robin Loucks, Seconded by Bob Stutzman

- ON THE ISSUE OF PROCURING AN ONLINE "CLOUD BACKUP STORAGE - DISCUSSION WAS THAT THE COMPUTER WAS TO BE TURNED OFF EVERY NIGHT; AND TO MAKE USE OF EXTERNAL HARD DRIVE BACK UPS.

- **Past Due Review**

Gary Brumbaugh

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- **CUSTOMER ISSUES**

All

- MOTION TO APPROVE REMOVING THE PENALTIES DUE OUR POWER OTUAGE AND NPCD'S AVAILABILITY TO ACCEPT PAYMENTS.

CARRIED

Moved by Robin Loucks, Seconded by Bob Stutzman

- **Projects 2022**

Gary Brumbaugh

- PAINTING OF PLANT (2021) Dan said that will need to obtain new quotes. \$37,800.00 TO PAINT THE DOWNSTAIRS. THE WALLS AND THE WALLS GOING UP THE STAIRS. AND ANY STEEL THAT IS STARTING TO RUST. I BEAM AND POSTS ARE NOT ALUMINUM. QUOTE WAS GIVEN TO BOB TO LOOK OVER. LEE PAINTING. NO WARRANTY. ONE COMPANY WAS HERE LAST WEEK TO QUOTE ON THE CLARIFYER.

- ROD MADE A MOTION TO TABLE QUOTE; BELIEVES EXCESSIVE FOR NO LARGER THAN IT IS UNTIL WE CAN OBTAIN MORE INFORMATION. WOULD LIKE TO SEE WHO WOULD BE INTERESTED IN CLARIFIERS. BOB IS GOING TO CALL AROUND AND ADVISE THE BOARD.

CARRIED

Moved by Rodney Waldron, Seconded by Robin Loucks

- TURTLE TOP REHAB (2021) - NEW PUMP IN. THE GENERATOR IS AT SUB CONTRACTOR IS WAITING FOR THE GAS INSTALLATION THAT WAS APPROVED BY THE BOARD. NIPSCO IS RESPONSIBLE TO THE GAS TO THE METER. OUR SIDE OF THE METER WOULD BE THE DISTRICT'S RESPONSIBILITY.

- MOTION TO GIVE DIANE PERMISSION TO CALL UP NIPSCO AND ORDER SERVICE TO THAT LOCATION. OF THE LIFT STATION AT TURTLE TOP.

CARRIED

Moved by Rodney Waldron, Seconded by Robin Loucks

- INFORMATION TECHNOLOGY - ROBIN
- IPADS; DIANE WORKING WITH APPLE TO GET UP GOVERNMENTAL ACCOUNT. DIANE HEARD FROM APPLE TODAY AND THEY ARE WORKING ON OUR CREDIT INFORMATION.
- THE AUDIO AND THE CAMERA STAND HAS ARRIVED AND SET UP. NEXT MONTH GOAL IS TO LOG IN ON TV SCREEN. STICKING ACCOUNT; MICROSOFT TEAMS THROUGH GO DADDY. OFFER TEAM; WE DON'T ACTUAL GET IT. IT WILL LIMIT THE CONFERENCE CALL FREE FOR ONE HOUR. PAID VERSION IS \$4.00 PER MONTH FOR UNLIMITED.
- SOLAR ENERGY 50K FOR PLANT
- CHAIRMAN ASKED IF WE WANTED TO SPEND THAT AMOUNT OF MONEY RIGHT NOW? ROD QUESTIONED IF THE SOLAR PEOPLE SHOULD COME BACK IN TO QUOTE AGAIN. ROD ASKED TO GET A COUPLE QUOTES AND HAVE THEM COME TO MEETING. CHAIRMAN BRUMBAUGH WILL GATHER INFORMATION AND BRING IT TO THE BOARD.
- LIFT STATION REHAB 6 & 15 Waiting on Ferguson.
- LIFT STATION REHAB MEANDERING MEADOWS Not as urgent to get done. Robin wanted to know if Meandering Meadows was infiltrated.
- ASPHALT SEALING HAS THE SIGNED CONTRACT. WAITING ON A SCHEDULING DATE

- FERRIC TANKS already approved. Working out of one tank; in process. QUOTE ON FERRIC. ONLY 115 DAYS LEFT OF SUPPLY.
- CLEANING OF SEWER FLOW SYSTEM in process
- Astbury is to bring back to the Board the contract proposal and update on cleaning schedule.
- UV PROJECT - needed to be done by April 1st; parts have been received. UV season starts April 1st. Through October 31st; up system up and running. TROJAN SHIPPED WRONG PARTS TO US; AND HAD SAT ON COUNTER FROM FEBRUARY. OUR PARTS ARE BEING SHIPPED. NEW PARIS PARTS ARE TO BE ON THEIR WAY.

- WALL BETWEEN CONFERENCE ROOM AND RECEPTIONIST AREA - DISCUSSION WAS IS A WALL WORTH IT? MOTION WAS TO TABLE WALL? TABLING THE WALL TILL OCTOBER.

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

- VIDEO CONFERENCING, PHONE;
- **Astbury Water Technologies Group - Plant Operations**

JOSH KOONTZ

- OPERATIONS REPORT

CARRIED**Moved by Robin Loucks, Seconded by Bob Stutzman**

- AMONIA VIOLATION. 2 AIR CHANNELS REPLACED. WE WILL HAVE WRITE UP WHEN IDEM INSPECTS. WE WILL ALSO BE WRITTEN UP WHEN PLANT WAS WITHOUT POWER FOR THREE DAYS.
- ASTBURY WILL WRITE A REPORT TO IDEM IN REGARDS TO THE VIOLATIONS
- MEANDERING AND SUNNYSIDE WAS CLEANED TOOK EIGHT HOURS EACH
- MOTION TO CLEAN THE REST OF THE LIFT STATIONS NOT TO EXCEED 32 HOURS \$16,000.00.

CARRIED**Moved by Rodney Waldron, Seconded by Robin Loucks**

- LUTZ PUMP WAS REPAIRED UNDER WARRANTY
- NEW HOOK UP UPDATES - SMITH TO EMAIL KOONTZ THE OPEN ORDERS
- PREVENTATIVE MAINTENANCE ON GENERATORS ON LIFT STATIONS AND TRAILER; DOES NOT INCLUDE TURTLE TOP. \$2K YEAR. ROBIN MADE MOTION.

CARRIED**Moved by Robin Loucks, Seconded by Bob Stutzman**

- BLOWER QUOTES
- LIFT STATIONS ADDING AUTO START - YES
- PO FLOW - CENDER
- RECYCLING - draining and get the stuff out of the garage. What is the status?
- RAS PUMPS Pump has been installed DONE
- PLANT GENERATOR ROBIN HAS STATED HE WOULD GET QUOTE.
- Turtle Top rehab; the generator has been delayed; shooting for August. TABLED
- 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
- WEED REMOVAL BETTER ON FENCES AND SOLAR PANELS 2022 - consensus of Board to have lawn care system to do the weed control on the solar panels and the fence lines; around building.
- FIVE YEAR PROJECT PLAN 2023 - 2027 (JUNE 2022) - plugs and cords for back up generator.
- TO PURCHASE FERRIC CHLORIDE FROM BRENNETAG.

- ABS PLUMBING USUALLY CLEAN TANKS AT A COST OF \$3K PER DAY TANK 4.

CARRIED

Moved by Rodney Waldron, Seconded by Robin Loucks

- PO ISSUE WAS ADDRESSED WITH ASTBURY; JOSH SAID HE WOULD NOT HAND WRITE PO'S WITHOUT TOM TELLING HIM HAVE TO DO IT. WE HAVE FOUR INVOICES THAT NEED TO BE PAID. - KARL CENDER
- PUMP AT FALCONS NEST - CK VALVE ISSUE BEFORE MATT LEFT

FINANCIAL CLERK SECRETARY REPORT

Diane Smith

- FINANCIAL CLERK REPORT ACCEPT AS SUBMITTED

CARRIED

Moved by Rodney Waldron, Seconded by Robin Loucks

- EMPLOYEE HEALTH INSURANCE RENEWAL: ROBIN MADE A MOTION TO APPROVE THE HEALTH CARE PLAN OF \$1682.32.

CARRIED

Moved by Rodney Waldron, Seconded by Robin Loucks

- EMPLOYEE SERVICE RECORD up to date
- AMPSTUN CHECK ISSUE resolved
- EVALUATIONS GIVEN TO THE BOARD. DUE DAT JULY BOARD MEETING.

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
- SEPT/OCT OF NEXT YEAR
- CREDIT CARD REWARDS
- 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

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All

- ADJOURNMENT

CARRIED

Moved by Rodney Waldron, Seconded by Bob Stutzman

- **THE MEETING WAS CLOSED AT: 9:48 p.m.**

GARY

- **THE NEXT NPCD BOARD OF DIRECTOR'S MEETING WILL BE HELD AT THE NPCD ADMINISTRATION BUILDING ON JULY 26, 2022. THE MEETING WILL COMMENCE PROMPTLY AT 6:30 P.M.**

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

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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