

MEETING MINUTES - New Paris Conservancy District Board Meeting

MEETING AGENDA

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

Npcd Administration Building

Chair GARY
Attendees Bob Stutzman
Diane Smith
Robin Loucks
Absent Dan Fox

Brad Smith
Gary Brumbaugh
Rodney Waldron

DAVE HOLLENBECK
Karl Cender
Tom Astbury

- **Open the meeting**

GARY

- **Welcome citizens in attendance**

GARY

- **Gary welcomed Brad Smith**

GARY

- **Chairman opened with prayer.**

GARY

- **OATH OF OFFICE TO BOB STUTZMAN REPRESENTING DISTRICT V - APPOINTMENT FOR ONE YEAR; WILL NEED TO FILE PETITION IN NOVEMBER OF 2022; TO FULFILL REMAINDER OF TERM THAT WILL EXPIRE FEB OF 2025.**

GARY

- Smith gave the oath to Bob Stutzman to represent District V.

- **District Boundaries Project**

Ken Jones Jr, DAVE HOLLENBECK

- Kenny gave everyone a map of the District. Kenny said he would mail pdf's to Dave tonight or tomorrow. Updated maps. Overlap in District I and District III. Boundary District III and District IV; fourth street does not run straight. Then as District grows there is over lapping. Incorporates all of the annexations that have been added since the formation of the District. Smith asked Kenny to send her a copy of the pdf file for the District's records.
- Do we want to purchase three Maps to replace the three existing. One public; one conference room; and one in the plant. Waldron stated that the plant can look on thee internet to get their copy and he can only see one in the public. Robin asked if Dave has approved the map. Dave said he was going to file the map and legal descriptions with the court. So if anything would come up; our current boundaries would be in one place regarding boundaries. Subsequent to the circuit court; Kenny asked of Dave to send him when this was done; this will go to the Elkhart County GIS maps. It will be a boundary on the maps for everyone to.
- Entertain a motion for Dave to proceed with review and submission of the maps of the courts; and allow three maps. Rod makes a motion for one map. Not to exceed the \$250.00 for one map. If higher Kenny needs to get with the Board.

CARRIED

Moved by Rodney Waldron, Seconded by Robin Loucks

- **INTERNAL CONTROL REVIEW**

GARY

- SBOA AUDIT SCHEDULE AND REVIEW - Audit entrance; three points. Three points Board members can discuss the state board of accounts audit, as long as there is no decisions. Cannot discuss with public. Until the report is finalized and our rebuttal. This is a different Audit than there was in 2019. Not a regular audit; it is a review. Karl stated that we are going through a review process; is doing more analytical on how the finances are maneuvered. Stacy is her boss. As end of today; the update Leah will be 80% done with her report; then it goes to review. Then there will be a final report. The final report is due by May 31st. Everything he is hearing; it is going well. We have not spend one overtime hour yet to accomplish whatever the SBOA is requiring of us.

- ORDINANCE CHANGES - EDU - are we moving forward with the EDU changes with Dave or are we putting this on hold. The ordinance will have to be changed through the courts. If we do not want to make any changes; it will be put off until next year. Hook up from \$1200 to \$1500 and upping inspection fees. Dave can move forward with that and then the Board would review prior to moving forward with the courts. Motion carried four to one with Robin Loucks voting against the motion.

CARRIED

Moved by Rodney Waldron, Seconded by GARY

- RESOLUTION AND POLICY PROCEDURES CHANGES - Astbury to run the portal generator and rotate through the lift station once a month; Dan was going to get back with the Board. Right now no policy. Once a month is what we feel as a board to make sure lift stations and portable lift stations are working properly. One lift station once a month. Preventative maintenance.
- Funeral resolution. Allow NPCD under \$100.00 expense for direct funeral recognition
- Policy and procedures for FC Sec written down and in internal controls.
- Bank reconciliation
- Deposit tracing
- Motion was made to accept the above resolution changes.

CARRIED

Moved by Rodney Waldron, Seconded by GARY

• SUBMIT NEW FOR REVIEW AND ADOPTION

- CHANGE HOURS OF OPERATION - change for July 1st; that Tuesday before the Board meeting that we are closed. Deadlines are Friday. As of July 1st the office will be open on Tuesday.

CARRIED

Moved by GARY, Seconded by Robin Loucks

- BOARD TRAINING CONFIRMATION - BOB? Gary has the certificate, Bob has done the training.
- INTERNAL CONTROL MANUAL REDONE FOR SIGNATURES MISSING FROM 2020. For us to be proper in the internal controls; we need to have signatures on the resolutions passed. Proposing spending the money again with Karl to get it done.

CARRIED

Moved by Rodney Waldron, Seconded by GARY

- 9 YEAR OBSERVATION REVIEW - Call a special meeting in April at 5:30 to discuss the future direction of the District. Where do we want to head with personnel; and eliminating or changing how we bill customer's. Executive session. Dave would take minutes. Directional. Special Meeting at 5:30. Right now Chairman is planning on an executive session.
- ACH TEST CASE - LIPPERT it went through and verified. ACH transfers. Better way wants to do ACH; Interra in October went to member to member. Robin suggest that we hold off opening it up to everyone until the account number's and able to trace where the money is to be applied.

• **NPCD ATTORNEY**

Dave

- Minutes of the February 22, 2022 NPCD Board of Director's meeting which includes the Annual Board of Finance Meeting and the Annual Board Meeting in compliance?
- Dave believes that the minutes are in compliance.

• **CENDER & CO. KARL CENDER**

Karl Cender

- FEBRUARY FINANCIALS DELAYED
- FEBRUARY BANK REC DELAYED
- Gary took responsibility for the February’s financials and bank rec not being done due to audit.
- 2022 BUDGET WORKSHOP PRESENTED - incorporating into the executive session. MARCH THROUGH JUNE DISCUSSION - APRIL SPECIAL MEETING AT 5:30 P.M.
- AFR This was completed at the end of February. Gary was able to change the survey questions; he changed them and resubmitted. One of those was a mistake was made; that we don’t have a credit card; and a few other things. Changes on an item; lease versus contract; it is in the definitions. Gary took responsibility to say yes.
- Tom Astbury asked Karl what our capital threshold is. Karl stated needs to be done formally.

• **Review and or Approve FEBRUARY 22, 2022 Board Minutes**

Gary Dausman

- MOTION TO APPROVE THE MINUTES AS PRESENTED.

CARRIED

Moved by Gary Brumbaugh, Seconded by Rodney Waldron

• **Register of Claims**

GARY

- APPROVED REGISTER OF CLAIMS AS PRESENTED.

CARRIED

Moved by Gary Brumbaugh, Seconded by Rodney Waldron

- REGISTER
- AGREEMENTS -

• **Past Due Review**

GARY

- LIENS - UP TO DATE; STATEMENTS OUT THIS WEEK BEFORE PLACING ANY MORE LIENS.

• **CUSTOMER ISSUES**

All

- LIPPERT ACH TEST
- MILLER CREDITS - ONCE THEY ASK FOR CONNECTIONS FOR \$300.00 ADDED TO THE PUMP IMPROVEMENTS.

• **Projects 2022**

Gary Dausman

- PAINTING OF PLANT (2021)
- TURTLE TOP REHAB (2021)

- INFORMATION TECHNOLOGY - OFFICE - SBS PORTALS - BOARD PADS AND FLOW, PHONES- PHONE APP/CONNECTION DO WE MOVE FORWARD?

CARRIED

Moved by Gary Brumbaugh, Seconded by GARY

- SOLAR ENERGY 50K FOR PLANT - MOTION TO GET QUOTES

CARRIED

Moved by GARY, Seconded by Robin Loucks

- ASPHALT SEALING
- FERRIC TANKS already approved. When one tank gets low enough; then move the ferric from one tank to the other and clean and refurbish the tank being cleaned. Tom will have to get back with us at the next board meeting.
- CLEANING OF SEWER FLOW SYSTEM 20% originally approved by the board. Visual and cleaning. Rod stated we need to put something in writing to keep the industrial park from flushing paper towels and baby wipes. Do we want Astbury to go forward with quotes. Gary asked that Astbury to provide the 10% and 20% quotes.

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

- UV PROJECT - needed to be done by April 1st; parts have been received. UV season starts April 1st.
- LIFT STATION REHABILITATION: 6&15 AND MEANDERING MEADOWS Gary is asking of the Board if they want to move forward in these two lift station. Rod wanted to know the condition of the lift stations. These two have not been upgraded to make it generator compatibility.

CARRIED**Moved by Gary Brumbaugh, Seconded by Bob Stutzman**

• Astbury Water Technologies Group - Plant Operations

Matthew Rippey

• OPERATIONS REPORT

CARRIED**Moved by Gary Brumbaugh, Seconded by Robin Loucks**

- RECYCLING - draining and get the stuff out of the garage. What is the status? Gary Brumbaugh is point of contact on the operating side.
- RAS PUMPS Pump has been install and the setting of the motor this next week.
- Turtle Top rehab; the generator has been delayed; shooting for August.
- REEDS
- SBS MAP PROJECT - Due to loss of maps; what is the status of the scanning?
- SBS - NET FIVE YEAR PROJECT PLAN - 2023-2027 (JUNE 2022)
- WEED REMOVAL BETTER ON FENCES AND SOLAR PANELS 2022
- REEDS ON WASTE BEDS - not done yet. Normally has to be done when the ground is frozen.
- PO FLOW/SBS contract states they have up to \$2k to purchase. Right now they are getting the minimal things done. When they go out and purchase small items; it is tedious and adds layer of overhead; when you are purchasing . What they do with other District's; they use their own credit cards and then bill us once a month. Consumables go up 15% when Astbury purchases on behalf of the District.
- PO APPROVED SBS
- MANHOLE ISSUE by Miller's TV. Astbury went out and put cones around it and had it repaired. Damage was done by Elkhart County snow plow remover. Subcontractor with the County is the one that did the manhole.
- TRIAL PLAN Matt came up with a plan; Rod is going to have a response for the April Board's meeting.
- PUMP AT FALCONS NEST - Pump has been repaired; run away. Pump was running and mot pumping. Nothing has been reported. Is problem corrected.
- SNOW REMOVAL/TRASH - shovel the sidewalk in front of the office. Trash needs to be picked up when Diane emails you.

• FINANCIAL CLERK SECRETARY REPORT

Diane Smith

- FINANCIAL CLERK REPORT ACCEPT AS SUBMITTED

CARRIED

Moved by Gary Brumbaugh, Seconded by Bob Stutzman

- MOTION WAS MADE TO PUBLISH BOARD MEMBER’S PERSONAL PHONE NUMBERS ON THE WEB PAGE.

CARRIED

Moved by GARY, Seconded by Robin Loucks

- EMPLOYEE SERVICE RECORD
- AMPSTUN CHECK ISSUE
- FINALIZE EVALUATIONS/VACATION SCHEDULE
- BOARD ROSTER SUBMITTED TO DNR? PHONE NUMBERS?

Remarked by Diane Smith

- DIANE LEFT MEETING AT 9:15 PM; UNABLE TO TRANSCRIBE FROM TAPE RECORDER SEE FC SEC RPT

• UNFINISHED BUSINESS:

GARY

- FORAKER/SOUTHWEST NEW NEWS - NAPPANEE EXTENDED TO OCT.

- LANDSCAPING - APPROVE JOHNSON’S QUOTE

CARRIED

Moved by Gary Brumbaugh, Seconded by Rodney Waldron

- ONE PLANT NEEDS REPLACED
- WEED AND FEED SPRING
- OVERSEED IIN FALL
- FILE RETENTION
- DOCUMENTATION
- SEPT/OCT OF NEXT YEAR
- CREDIT CARD REWARDS
- MILLER PAYMENT - GARY B
- HEATING SCHEDULE FOR OFFICE
- LEAK IN OFFICE
- SBS PO HAS BEEN ROLLED OUT

• New Business

All

- FLAG & POLE FOR OFFICE
- SOUND WALL BETWEEN DIANE AND CONFERENCE ROOM
- TOWN VIDEO BOARDS

• ADJOURNMENT

GARY

• THE MEETING WAS ADJOURNED AT:

GARY

-

GARY

- **THE NEXT MEETING OF THE NEW PARIS CONSERVANCY DISTRICT BOARD OF DIRECTORS WILL BE HELD AT THE ADMINISTRATION BUILDING. THE MEETING WILL COMMENCE PROMPTLY AT 6:30 P.M.**

GARY

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GARY

- **PLEASE SIGN ABOVE YOUR PRINTED NAME**

GARY

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GARY

- **GARY R DAUSMAN - CHAIRMAN OF THE BOARD**

GARY

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GARY

- **GARY BRUMBAUGH - VICE CHAIRMAN OF THE BOARD**

GARY

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GARY

- **ROBIN LOUCKS - PRESIDENT OF THE BOARD OF FINANCE**

GARY

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GARY

- **RODNEY WALDRON - BOARD MEMBER ELECTED**

GARY

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GARY

- **BOB STUTZMAN - BOARD MEMBER APPOINTED**

GARY

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GARY

- **ATTESTED BY:**

GARY

•

GARY

- **DIANE SMITH FINANCIAL CLERK SECRETARY FOR THE NEW PARIS CONSERVANCY DISTRICT**

GARY