

MINUTES New Paris Conservancy District Board Meeting

MEETING MINUTES

TUESDAY MAY 26, 2020 6:30 PM-9:00 PM

NPCD ADMINISTRATION BUILDING

Chair Gary Dausman
Attendees AJ LANE
Diane Smith
Karl Cender
Todd Kidder

Brad Smith
Donn Neff Neff
Ken Jones, Jr.

Dave
Gary Brumbaugh
Rodney Waldron

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

Gary Dausman

- **Welcome citizens in attendance**

Gary Dausman

- Chairman Dausman welcomed Brad Smith, Citizens in attendance.
- Executive session will meet on June 10th at the old office to discuss the function and direction of the District. At 5 p.m. on June 10th.

- **NPCD ATTORNEY - DAVE HOLLENBECK**

All

- Executive Session - functioning of...
- DT Construction
- MINUTES IN COMPLIANCE FOR DECEMBER 2019, JANUARY 2020, FEBRUARY 2020, MARCH 2020 CANCELLATION, AND APRIL 2020 CANCELLATION. Hollenbeck stated that the minutes are in compliance.
- HANDBOOK - JUNE 10
- LIENS JUNE 10
- SEWER OVERFLOW - JUNE 10
- Functioning of the conservancy district and the improvement of the District on the District and their employees.
- Contracting issues with DT; we paid a portion back in April; and partial pay; leaving \$22K of the contract in retaining. An additional charge of \$3,955.00; Roughly \$13,000.00 left. Ken gave them an option to walk away. Because we will save the \$18K; then the District would have to fix what is left. Chairman does not believe we should have them come in due to failing by the sub work in the building of this building. DT wanted to put 20 lbs of seed spray weed killer; and replant two plants; and give us a \$1,200.00 credit. We would need Daves additional costs to present to DT due to their non performance of the contract. And JPRs additional costs to close out this contract.
- Motion was to cut ties with DT Construction and to keep retainage. Rod wanted to know about the warranty of the building; and that would stay under warranty.

CARRIED

Moved by Gary Dausman, Seconded by AJ LANE

- **CENDER CO - KARL CENDER**

Karl Cender

- FIXED ASSETS
- Fixed Assets; he believes that all fixed assets have been updated in Ampstun
- FUND COMPLIANCE
- Investment accounts; not tracked by fund type. He will update the Board in regards to this once the books are done.
- 2018 2019 FINANCIALS

- 2018 and 2019 financials updated to gateway. Reopen the gateway financial reports and allow us to upload them into gateway. 2018 closed? Chairman was working on some things from 2019; we could wait to reopen; prior to audit both need opened and uploaded. Some changes in AR does not equal the GL.
- RESOLUTIONS - JUNE 10
- June 10th Resolutions updated
- RATE STUDY - JUNE 10
- Working on rate study
- RECONCILIATION REVIEW
- SEWER OVERFLOWS VIOLATION
- RATE STUDY UPDATES
- Karl asked for updates on ISBOA Audit

• REGISTER OF CLAIMS

Gary Dausman

- Motion to accept as presented

CARRIED

Moved by Rodney Waldron, Seconded by AJ LANE

- Motion was made to approve payroll.

CARRIED

Moved by Rodney Waldron, Seconded by AJ LANE

• PAST DUE REVIEW

Gary Dausman

• JPR - KENNY JONES JR

Ken Jones, Jr.

- RAILROAD CONTRACT UPDATE
- DT CONTRACT REVIEW
- DISTRICTS MAPS

- Motion to pay the additional charges of Map of \$150.00. Kenny will send another invoice.

CARRIED

Moved by Gary Dausman, Seconded by AJ LANE

• INSURANCE TRUSTEES

Todd Kidder

- EMPLOYEE HEALTH INSURANCE

- Motion to accept the 5.3% health increase with Anthem.

CARRIED

Moved by Gary Brumbaugh, Seconded by AJ LANE

• 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

- Approve 38 loads at a cost of \$488.00.

CARRIED

Moved by Gary Dausman, Seconded by AJ LANE

- SEWER CLEANING 10%
- SUB PUMP INSPECTION UPDATES
- UPDATES ON THE DOORS AT THE PLANT AND GARAGE Everything completed except some caulking.

- Koorsen Contract: three year contract at a cost of \$344.00 per year. NPCD is not legal right now in the fire extinguishers. Maple City Fire and MM did not reply. Along with \$946.70.

CARRIED

Moved by Gary Brumbaugh, Seconded by AJ LANE

- Motion for the 38 loads at \$480.00 per load for Beer and Slabaugh

CARRIED

Moved by Rodney Waldron, Seconded by AJ LANE

- RAS PUMP REPLACEMENTS ; \$9494.00 Ferguson

CARRIED

Moved by Rodney Waldron, Seconded by AJ LANE

- REVIEW/APPROVE BOARD MINUTES OF DECEMBER 19, 2019 BOARD OF DIRECTORS MEETING

CARRIED

Moved by Rodney Waldron, Seconded by AJ LANE

- REVIEW/APPROVE BOARD MINUTES OF JANUARY 28, 2020

CARRIED

Moved by Gary Dausman, Seconded by AJ LANE

- REVIEW/APPROVE BOARD MINUTES OF FEBRUARY 25, 2020 ANNUAL BOARD MEETING

CARRIED

Moved by Rodney Waldron, Seconded by AJ LANE

- REVIEW/APPROVE BOARD MINUTES OF FEBRUARY 25, 2020 BOARD OF FINANCE MEETING

CARRIED

Moved by Gary Dausman, Seconded by Rodney Waldron

- REVIEW/APPROVE BOARD MINUTES OF FEBRUARY 25, 2020 BOARD MEETING

CARRIED

Moved by Rodney Waldron, Seconded by AJ LANE

- **MARCH 24, 2020 BOARD MEETING CANCELLED DUE TO PANDEMIC**

Gary Dausman

- **APRIL 28, 2020 BOARD MEETING CANCELLED DUE TO PANDEMIC**

Gary Dausman

- **Administered Oath of Office to Rod Waldron**

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

- NEW WORKFLOW

- CHECK SCAN Approval with Interra

CARRIED

Moved by Rodney Waldron, Seconded by AJ LANE

- AUDIT UPDATE
- PAY FIRST OF THE MONTH STANDARD PAYABLES I.E. ASTBURY, ANTHEM, ETC.
- Auto Attendant Yet - Need to get it up to date

• **CUSTOMER ISSUES**

Gary Dausman

- COY - Disconnected from the sewer to change his sewer rate from \$64.40 to \$32.60. Donn went and inspected. Chairman Dausman made the decision without Board approval during the pandemic. Note: FC Sec requested action by the Board.
- TRAVEL LITE - will need to present a letter to the Board requesting edu changes.
- EDUS COMBINED BILLS - Leave for Hollenbeck and Cender.

• **Administration Tickler List:**

Gary Dausman

- Verizon VOIP
- Landscaping & Rock - Tabled until Spring.

• **NEW BUSINESS:**

Gary Dausman

• **Hitching Rack for horses?**

AJ LANE

- 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

- LANDSCAPING - ROCK - APRIL
- PAY AT INTERRA - Tabelaing
- YEARLY BILLING FEE
- OFFICE CLEANING
- FRONT SIGNAGE
- LOGO
- DISTRICT MAP PROJECT
- NPDES PERMIT
- OBSOLETE/OVERSTOCK OF SUPPLIES
- LED LIGHTS FOR PLANT
- KEY BOX
- PROPOSED NEW PARIS CONSERVANCY MASTER SCHEDULING CALENDAR
- LANDSCAPING
- AJ TRAINING done

- TURTLE TOP LIFT STATION - JUNE 10
- INSPECTIONS - BURGER DAIRY, LAND O GOSHEN
- SOLAR ENERGY JUNE 10
- CONCRETE DONE was done less than the quote
- AUDIT EXPENSE AJ
- 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.

• **UNFINISHED BUSINESS:**

Gary Dausman

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- 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.
 - Board Member annual training; AJ is the only one to turn in his training docket.
 - Change locks on plant All keyed the same instead of the file room.
 - Change Gate Key Pad
 - Painting entire plant
 - Land O Goshen
 - 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 JUNE 10, 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

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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 Tony Neff

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Remarked by Rodney Waldron

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Remarked by Diane Smith

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