

MEETING MINUTES- New Paris Conservancy District Board Meeting

MEETING MINUTES

TUESDAY MAY 24, 2022 6:30 PM-9:00 PM

Npccd Administration Building

Chair GARY
Attendees Bob Stutzman
DAVE HOLLENBECK
Karl Cender
Tom Astbury

Brad Smith
Diane Smith
Robin Loucks

Dan Fox
Gary Brumbaugh
Rodney Waldron

• Open the meeting

GARY

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

GARY

• Welcome citizens in attendance

Gary Brumbaugh

- Gary welcomed Brad Smith citizen in attendance
- Special Meeting; billing, Astbury has a proposal for customer billing and collections. go forward with it or not. Robin, Cender, and Hollenbeck options and considerations under the conservancy district laws; and transferring any or all of the Billings on the property taxes. Dave prepared and asked if he would lead the discussions. all worked on proposal. Conservancy District deemed to be employees under the statues; but we needed to make sure that we were in compliance within the conservancy district laws. If the Board would like to go forward; Dave will need to review the contract before moving forward. Contract situation to the State agencies. Costs and price. Dausman and Dave had many conversations; loose control; degree of independence that is not the same. Changing the billing from direct billing to adding the entire amount on the property taxes. A written report from Dave on both aspects being presented to the Board.
- How would the Board go forward. Rod would like to see figures. Would like to see it in all areas. Robin went through figures we would be spending 20k more per year. Robin is not in favor of contract labor until something significantly changes. Bob wants to know when the contract labor would be cost effective. How much more is involved in the system. He would like to see figures; and then coming back new to the board. What was the reason of building the admin building. A live body here; or if we have them get with contract labor. Question to move forward. Brumbaugh sated that if we went with contract labor; then we would hire someone to sit here; for customer service. Are we serving the community the best we can by going with contract operations. With the walk in customer's. On the property taxes. Robin questioned if we put the annual billing and put them all on the property taxes what would affect the rate that the customer's pay. If we eliminate the edu's we don't have the billing software to maintain. If you put anything on the property taxes; we would have no liens to file. Brumbaugh stated that it doesn't estimate on the usage. Loucks stated to meter using the well water. Costs of the meters. Property tax more efficient way to do that. If not on property taxes; would through all on edu's; or leave it like it is. If they have figure would like to ask the tax payers their opinion. Less hassle on our end. More efficient he would think. Rod thinks it is working fine the way it is.
- Motion was made to table the contract labor indefinitely.

CARRIED

Moved by Rodney Waldron, Seconded by Robin Loucks

- Motion that we look at papers on the rates and costs and figures.

CARRIED

Moved by Rodney Waldron, Seconded by Robin Loucks

• Appointment of Vice Chairman

Gary Brumbaugh

- Discussion was not to appoint a vice chairman until they have a full board of directors.

- Nominate Gary Brumbaugh Chairman of the Board

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

- **INTERNAL CONTROL REVIEW**

GARY

- 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 - SUBMIT NEW FOR REVIEW AND ADOPTION ; Cender to have by the end of June.
- INTERNAL MANUAL REDONE FOR SIGNATURES MISSING FROM 2020
- ACH TEST CASE - LIPPERT Robin would not recommend at this time
- BOARD TRAINING CONFIRMATION - BOB? Gary has the certificate, Bob has done the training. Robin will look in SBS Portals for the document and advise.

- **NPCD ATTORNEY**

Dave

- MINUTES OF APRIL 26, 2022 IN COMPLIANCE?
- Dave believes that the minutes are in compliance.

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

Karl Cender

- APRIL 2022 FINANCIALS
- APRIL 2022 BANK RECONCILIATION
- Eric wanted clarification who is signing bank reconciliations. Chairman Brumbaugh stated he would be signing off of the bank rec and Robin would be signing off of the deposit tracing.
- INTERNAL CONTROL MANUAL

- **2023 BUDGET - DATES & SCHEDULE**

Karl Cender

- June 30th 2022 books to calculate the budget for 2023. Start thinking about different projects. Include next years budget. Brumbaugh stated that they have materials from previous expenditures. Brumbaugh wanted to know if Board would have the projects with rough costs.
- BUDGETS MARCH THROUGH JUNE

- **PRESIDENT OF THE BOARD OF FINANCE REPORT**

Robin Loucks

- DEPOSIT TRACING was completed. Two deposits not entered on the detailed trial balance. As of April. In May; the \$200.00 and the \$100.00 should appear on the detailed trial balance.
- 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
- INTERRA FIANANCES

- **Review and or Approve APRIL 26, 2022 Board Minutes**

GARY

- MOTION TO APPROVE THE MINUTES AS PRESENTED.

CARRIED

Moved by Rodney Waldron, Seconded by Bob Stutzman

- **Register of Claims**

GARY

- APPROVED REGISTER OF CLAIMS AS PRESENTED.

CARRIED

Moved by Rodney Waldron, Seconded by Robin Loucks

- AGREEMENTS -

- **Past Due Review**

GARY

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

- **CUSTOMER ISSUES**

All

- Landmark 2 checks in envelope. Dropped check off to Tiffany.

- **ACH UPDATE**

Robin Loucks

- ROBIN STATED THAT HE DID NOT ADVISE THAT THE DISTRICT TO GO FORWARD IN OPENING THIS UP TO ALL CUSTOMER'S AT THIS TIME.

- **Projects 2022**

GARY

- PAINTING OF PLANT (2021) Dan said that will need to obtain new quotes.
- TURTLE TOP REHAB (2021) new pump is set; the other wet well was an issue; the generator has shipped. Have not received a shipping date on the generator.
- INFORMATION TECHNOLOGY - OFFICE - SBS PORTALS - BOARD PADS AND FLOW, PHONES- PHONE APP/CONNECTION DO WE MOVE FORWARD? APPROVED IN MARCH BOARD MEETING Contract with New Paris Telephone Company signed. Phone will be in. This time next month. Direct labor or contract labor or Diane retiring the purchase order was put on hold. Until a decision was needed or not. Board approved all six. If we went with contract labor; so no action on that. SBS portals the new purchase order process less than two dozen backed up waiting for approval. Waiting to see if it was going to work like it was suppose to work. The PO for workshop completed. Purchase order's stacked up. Chairman Brumbaugh would like entire Board to be trained in SBS portals.
- SOLAR ENERGY 50K FOR PLANT - MOTION TO GET QUOTES Chairman requested Diane to send him plant NIPSCO bills.
- 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 needing quotes on the asphalt sealing. Rod Waldron obtained quote; tried calling three only one replied. Chairman Brumbaugh approved the quotes to get the parking lots sealed. Diane is to follow through.

CARRIED

Moved by GARY, Seconded by Robin Loucks

- FERRIC TANKS already approved. Working out of one tank; in process.
- 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.
- WALL BETWEEN CONFERENCE ROOM AND RECEPTIONIST AREA - Bob would like to disregard quotes received and get new quotes.
- VIDEO CONFERENCING, PHONE; Robin reported phone installed; in the testing mode. Video conferencing and stand needs to be ordered.

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

Dan Fox

• OPERATIONS REPORT

CARRIED

Moved by Rodney Waldron, Seconded by Bob Stutzman

- Lutz farm has two pumps in it; one pump needs repaired.
- Duplex station with a panel with alarms and or a bypass pit. Fiberglass tank. Far end two houses and the Boy Scout cabin. No way to shut it off and no way to bypass pump. Check valve and a shut off. Bypass around it. Pump and control panel can be replaced; all valuing inside of the tank. If they have issue cannot do any work unless they empty the tank. Two smaller pumps in side by side; foot work to get a quote. The spare pump is put in it. New pump could it be used in new station if we rehab in the future. Pump seats; if we rehab station. Quote on new pump.

CARRIED

Moved by Rodney Waldron, Seconded by Robin Loucks

- NEW HOOK UP UPDATES
- BLOWER QUOTES
- LIFT STATIONS ADDING AUTO START
- PO IMPLEMENTATION
- RECYCLING - draining and get the stuff out of the garage. What is the status?
- 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.
- 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) 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.
- 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.

• **FINANCIAL CLERK SECRETARY REPORT**

Diane Smith

• FINANCIAL CLERK REPORT ACCEPT AS SUBMITTED

CARRIED

Moved by Robin Loucks, Seconded by Bob Stutzman

- 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

- TRAIL PLAN - ROD IS WORKING ON THIS
- 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 IIN FALL
- FILE RETENTION
- DOCUMENTATION
- SEPT/OCT OF NEXT YEAR
- CREDIT CARD REWARDS
- FLAG & POLE FOR OFFICE - PREMIER SIGNS
- SEWER USE ORDINANCE NEEDS UPDATED
- 2023 BUDGET: NEED PRICING OF PUMPS AND LIFT STATIONS NEEDING TO BE DONE

• **New Business**

All

- SMITH CONCRETE - JOHN SCHROCK - DISCUSSION WAS THAT THERE IS NO NEW TAP - INSPECTION WILL NEED TO BE DONE BY ASTBURY
- WORLD MISSIONARY PRESS NEEDS TO BE INSPECTED

• ADJOURNMENT

CARRIED

Moved by Rodney Waldron, Seconded by Bob Stutzman

• **THE MEETING WAS CLOSED AT: 8:59 p.m.**

GARY

• **THE NEXT NPCD BOARD OF DIRECTOR'S MEETING WILL BE HELD AT THE NPCD ADMINISTRATION BUILDING ON JUNE 28, 2022. THE MEETING WILL COMMENCE PROMPTLY AT 6:30 P.M.**

GARY

• **PLEASE SIGN ABOVE YOUR PRINTED NAME**

GARY

•

GARY

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

GARY

•

GARY

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

GARY

•

GARY

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

GARY

•

GARY

• **RODNEY WALDRON - BOARD MEMBER ELECT**

GARY

•

GARY

• **BOB STUTZMAN - BOARD MEMBER APPOINTED**

GARY

•

GARY

• **ATTESTED BY:**

GARY

•

GARY

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

GARY
