

# NPCD BOARD OF DIRECTORS MINUTES

## MEETING MINUTES

TUESDAY APR 22, 2025 6:30 PM-8:30 PM

**Chair** Gary Brumbaugh  
**Attendees** BOB STUTZMAN  
Dave Hollenbeck  
Eric Cender  
Robin Loucks  
**Absent** Karl Cender

Brad Smith  
Diane Clerk/Secretary  
JASON NICHOLS  
Rod Waldron  
Thomas B. Astbury

DAN FOX  
DONN NEFF  
KENNY JONES JR

### ► OPEN MEETING

Gary Brumbaugh

- Chairman Brumbaugh opened the meeting at 6:30 pm

### ► WELCOME CITIZENS IN ATTENDANCE

Gary Brumbaugh

- WELCOMED BRAD SMITH

### ► JPR - NPCD ENGINEER

KENNY JONES JR

- KENNY HEARD BACK FROM THE ELKHART COUNTY GIS MAPPING SERVICE; AND THE HOLD UP IS IN THEIR GIS VENDOR. HE WILL KEEP ON TOP OF THIS AND WILL ADVISE.
- BEACON GIS; BOB WANTED TO KNOW IF WE HAD A SEWER LAYER IN THE ELKHART COUNTY'S WEBSITE; THEIR GIS PROGRAM. KENNY IS NOT FOR THE GENERAL POPULATION TO BE ABLE TO LOOK AT THE LAYER WITHOUT KNOWING WHY THEY WANTED TO LOOK AT IT. GARY ASKED FOR DAN FOX'S OPINION. DAN TENDS TO AGREE WITH KENNY ON THE ABILITY TO LOOK. DON STATED THAT HE DIDN'T BELIEVE IT WOULD BE CONDUCIVE FOR THE GENERAL PUBLIC TO LOOK AT THE MAPS FOR THE LATERALS.
- BOB IS A JPR PERSON WHO HAS BEEN TALKING WITH GARY. ROBIN CLARIFIED THAT THE DISTRICT WOULD LIKE THE CONTRACTOR'S OR LAND OWNER'S TO NOT HAVE DIRECT ACCESS TO THE DRAWINGS. THAT WAY NO ONE CAN LOOK UP THE MAIN AND HOOK UP TO THE MAIN WITHOUT NOTIFYING THE DISTRICT.
- GARY LET KENNY KNOW THE BOARD APPROVED JPR'S CONTRACT.

### ► REVIEW LIFT STATION PROJECT

KENNY JONES JR

- UPDATED SCHEDULE FROM SELGE. THEY ARE MOBILIZING ON APRIL 1ST AND IS TO BE DONE BY MAY 14TH. FINAL COMPLETION BY JUNE 14TH. SHOP DRAWINGS ALL COMPLETE. WAITING FOR THEM TO MOBILIZE. JPR WILL HAVE STAFF ON SITE.
- START UP IS TOMORROW AT TWO OF THE LIFT STATIONS; AND SELGE IS LOOKING TO HAVE THIS PROJECT DONE BEFORE THEIR CONTRACTUAL DATE OF COMPLETION.

### ► NPCD ATTORNEY

Dave Hollenbeck

- REVIEW MARCH 25, 2025 BOARD MINUTES REVIEW. DAVE HAS LOOKED OVER THE MINUTES AND FOUND THEM TO BE IN COMPLIANCE WITH WHAT THE REQUIREMENTS FOR INDIANA CONSERVANCY DISTRICTS.
- DAVE WENT OVER WHAT THE PROPOSALS FROM THE STATE LEGISLATIVE'S PROPOSALS FOR THE FUTURE OF PROPERTY TAX REDUCTIONS FOR INDIANA. WHICH MAY HAVE DETRIMENTAL AFFECT TO THE DISTRICT.
- IN REGARDS TO THE RELIGIOUS EXEMPTION; DAVE HAS TALKED WITH THE ELKHART COUNTY'S ATTORNEY; AND THAT HE AGREES WITH DAVE (STEVE OLSON IS THE COUNTY'S ATTORNEY). HOPING TO GET THE AUDITOR TO MAKE THE DECISION ON THE EXEMPTION FOR RELIGIOUS FACILITIES. IF THE CHURCH'S EXEMPTION IS APPROVED; ROBIN QUESTIONED WHEN THE EXEMPTION IT WOULD TAKE AFFECT. DAVE SAID LEGITIMATELY QUESTION AND HE WILL PROVIDE THE BOARD WITH AN ANSWER,

- ▶ GARY ASKED DAVE ABOUT THE PROPERTY TAX BILL THE DISTRICT RECEIVED. DAVE ASKED FOR A COPY TO BE SENT TO HIM AND HE WILL ADVISE. DAVE SAID THAT IT IS FOR THE DRAINAGE TAX THAT THE DISTRICT MUST PAY. HE ADVISED BASED ON THE PRICE TO GO AHEAD AND PAY IT.
- ▶ THE DEBRIS LETTER; DAVE AND GARY WILL GET TOGETHER TO COMPOSE A LETTER TO BETTERWAY PRODUCTS AND THE ISSUE WITH DEBRIS ENDING UP IN THE SEWER. AS A RESULT IT COSTS THE DISTRICT EXTRA MONEY FOR REPAIRS. DAVE WILL ISSUE A LETTER ON DAVE'S LETTERHEAD.
- ▶ DAVE HAS RECEIVED JPR'S CONTRACT RECOMMENDS TO THE BOARD TO ACCEPT THE CONTRACT FOR 2025. DAVE SAID IT ENCOMPASSES WHAT THE BOARD HAD INDICATED THEY WOULD LIKE INCLUDED

**CARRIED****Moved by Rod Waldron, Seconded by BOB STUTZMAN**

### ▶ **CENDER & CO. - NPCD CPA**

Karl Cender

- ▶ FEBRUARY BANK RECONCILLIAITON NO ISSUES NOTED. ALL OUTSTANDING ITEMS WERE POSTED.
- ▶ IN REGARDS TO THE LEGISLATOR ACTION THAT DAVE WAS TALKING ABOUT; ERIC REVIEWED THAT 323K IN 2021 AND 400K IN 2025. OUT OF ALL THE ACCOUNTS THEY SERVE; HE IS LEAST WORRIED ABOUT NPCD BECAUSE WE HAVE AN ALTERNATIVE WAY TO INCREASE REVENUE.
- ▶ ERIC WILL GO OVER THE PROPERTY PROPERTY TAX COLLECTIONS AT NEXT MONTH'S BOARD MEETING AFTER HE ACQUIRES MORE INFORMATION.
- ▶ SOLAR TAX CREDIT'S IT IS A TAX RETURN DOCUMENT DIANE INCLUDED IT IN THE BOARD PACK. THE REFUND IS 30% OF THE CONSTRUCTION COSTS FOR THE SOLAR PANEL PROJECTS. DIANE LET ERIC KNOW THAT DIANE HAS THE FORM 8879 E FOR GARY TO SIGN. DIANE WILL EMAIL IT TO CENDER TOMORROW.

### ▶ **PRESIDENT OF THE BOARD OF FINANCE**

Robin Loucks, BOB STUTZMAN

#### ▶ **PRESIDENT BOARD FINANCE REPORT**

**CARRIED****Moved by DONN NEFF, Seconded by Rod Waldron**

- ▶ MARCH BANK TRACING - NO EXCEPTIONS FOUND
- ▶ ROBIN QUESTIONED THE DEPOSIT OF \$599.00 THAT WAS POSTED WITH A DATE IN MARCH BUT NOT REFLECTIVE ON BANK STATEMENT UNTIL APRIL. SMITH EXPLAINED THAT ON THE CASH DEPOSITS IF HE LOOKS AT THE ENTRY THE DATES ARE VARIED. THE POSTING DATE IS THE INITIAL DATE THAT THE FILE WAS CREATED.

#### ▶ **REVIEW AND OR APPROVE MARCH 25, 2025 BOARD MINUTES**

All

- ▶ APPROVE AS PRESENTED.

**CARRIED****Moved by DONN NEFF, Seconded by BOB STUTZMAN**

### ▶ **ASTBURY WASTER TECHNOLOGIES GROUP - PLANT OPERATIONS - TOM ASTBURY**

All

- ▶ ASTBURY WATER TECHNOLOGIES GROUP - PLANT OPERATIONS REPORT APPROVED AS PRESENTED.

**CARRIED****Moved by BOB STUTZMAN, Seconded by Rod Waldron**

- ▶ JASON NICHOLS, TY MILLER, ALONG WITH MATT RIPPEY WILL BE THE REPRESENTATIVES FROM ASTBURY TO MANAGE THE NPCD PLANT FACILITY.
- ▶ ASTBURY IS PREPARING FOR THE DISENFECTION SEASON AND HAVE INSTALLED NEW UV SLEEVES.
- ▶ MOTION WAS TO APPROVE THE REPLACEMENT THE VFD'S IF THEY ARE RATED 125% OVER CAPACITY.

**CARRIED****Moved by Robin Loucks, Seconded by DONN NEFF**

- ▶ ALARM ON RAS PUMPS THROUGH OMNI SOURCE FOR BLOWER FAILS. RAS PUMPS ARE NOT THE SAME ALARM MONITORING. ASTBURY IS WORKING WITH L&M AND OMNISOURCE.
- ▶ ROBIN MADE A MOTION TO AMEND MOTION MADE DURING THE MARCH 25'S BOARD MEETING APPROVING THE CLEAN OUT OF THE REED BEDS BY WEED INC; THE MARCH DOLLAR AMOUNT APPROVED WAS NOT TO EXCEED \$5,000; THE ACTUAL COSTS IS \$6380. THIS MOTION WAS TO SUPERSEDE PREVIOUS ACTION BY THE BOARD.

**CARRIED****Moved by Robin Loucks, Seconded by DONN NEFF**

### ▶ **FINANCIAL CLERK/SECRETARY REPORT**

Diane Clerk/Secretary

- ▶ FINANCIAL CLERK/SECRETARY REPORT APPROVED AS PRESENTED.

**CARRIED****Moved by Robin Loucks, Seconded by BOB STUTZMAN**

- ▶ REGISTER OF CLAIMS AS PRESENTED

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

- ▶ AR REPORT
- ▶ AR FUNDS RECEIVED
- ▶ AR PAST DUES
- ▶ CERTIFIED LIENS

### ▶ **UNFINISHED BUSINESS**

Gary Brumbaugh

- ▶ INSPECTION FEE - SEWER ORDINANCE CHANGE? TABLED

**CARRIED****Moved by DONN NEFF, Seconded by Rod Waldron**

- ▶ SEWER RATE INCREASE FOR

**NOT YET HEARD****Moved by DONN NEFF, Seconded by Rod Waldron**

- ▶ ROOF OVER TANKS CONSENSUS OF THE BOARD WAS TO PROCEED FORWARD. GARY WANTS BOB INVOLVED. BOB WILL HAVE SOME MEASUREMENTS AND QUESTIONS FOR THE BOARD FOR THE BOARD'S INPUT IN THE MAY BOARD MEETING.

### ▶ **NEW BUSINESS**

Gary Brumbaugh

- ▶ SMITH REQUESTED THE SECOND PORTION OF THE EMPLOYER CONTRIBUTION TO HER HEALTH INSURANCE PLAN. MOTION PASSED THREE TO ONE WITH ROBIN VOTING AGAINST THE MOTION.

**CARRIED****Moved by BOB STUTZMAN, Seconded by Gary Brumbaugh**

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▶ **ADJOURNMENT**

Gary Brumbaugh

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▶ MOTION WAS MADE TO ADJOURNMENT 8:03PM

**CARRIED**

**Moved by Rod Waldron, Seconded by BOB STUTZMAN**

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Gary Brumbaugh

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▶ PLEASE SIGN BELOW YOUR NAME.



Gary Brumbaugh

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Rod Waldron

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Robin Loucks

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BOB STUTZMAN

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DONN NEFF

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▶ **ATTESTED BY:**

Diane Clerk/Secretary

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