

# NPCD BOARD OF DIRECTORS MINUTES

## MEETING MINUTES

TUESDAY FEB 25, 2025 6:40 PM-8:40 PM

<b>Chair</b>	Gary Brumbaugh		
<b>Attendees</b>	BOB STUTZMAN Diane Clerk/Secretary KENNY JONES JR	Brad Smith DONN NEFF Robin Loucks	Dave Hollenbeck Eric Cender Rod Waldron
<b>Absent</b>	Karl Cender	Thomas B. Astbury	

### ► 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

- DAVE REQUESTED REVISION ON THE SERVICES AGREEMENT AND HE DID NOT GET IT TO DAVE PRIOR TO TONIGHT'S MEETING.
- BROUGHT COPIES OF REPORT
- EXPLAINED THE PROGRESS OF THE GIS WITH BEACON WITH ELKHART COUNTY. JPR HAS THE DISTRICT MAPPED. GARY WOULD LIKE TO BE ABLE TO ACCESS EVERYTHING. SBS PORTALS HAS THE MAP. THE COORDINATES IS IN THE MAPPING SYSTEM IN SBS PORTALS.
- MILLER BROTHER'S SENT TWO HOOK UPS TO JPR ALONG WITH THE CHECKS.

### ► 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.

### ► NPCD ATTORNEY

Dave Hollenbeck

- REVIEW JANUARY 28, 2025 BOARD MINUTES REVIEW minutes and find them in compliance with the state board of accounts compliance. HE DOES REVIEW THE MINUTES EVERY MONTH WITH DIANE AND THE MINUTES ARE IN COMPLIANCE.
- ISBOA SHOULD BE A SELF FUNDING ASSOCIATION. AND FOR THEM TO ASSESS FEES TO COVER THEIR EXPENSES. A GROUP INCLUDING DAVE, SAT DOWN WITH JOYCE WITH THE ISBOA IN REGARDS TO THE AUDIT CHARGES AND EXPENSES WILL BE CAPPED AT 1/2. VICTORY FOR SMALL DISTRICTS.
- AUDITOR'S RESPONSIBILITY FOR THE RELIGIOUS EXEMPTION IS PART OF THE AUDITOR'S JOB. DAVE IS IN THE PROCESS OF SETTING UP A MEETING WITH THE AUDITORS AND THE DLGF, ISBOA, AND DAVE TO GET THIS RESOLVED.
- UPDATES WITH 811 DIGGING PROGRAM - DAVE SENT THE NEW LAWS ON THE 811 PROJECT. SHIFTS BURDENS AND RISKS TO THE CONTRACTOR AND EXEMPTS THE DISTRICT FOR ANY DAMAGES. PROPERLY ASSIGNING A SERVICE MAPS; ROBIN HAS TAKEN ON THE TASKS TO CLEARLY DEFINE OUR BOUNDARY LINES. THREE EFFORTS STATUTORY THAT MADE IT THROUGH THE LEGISLATIVE; PROPERLY MARK OUR LINE SERVICES WE HAVE MORE PROTECTION. IF WE DO NOT PROPERLY MARK THE LINES, THEN WE WOULD BE RESPONSIBLE IF THERE BE ANY DAMAGES.
- JPR CONTRACT DAVE HAS REQUESTED FROM ENGINEER THAT SOME CHANGES BE MADE TO THE PROPOSED CONTRACT. HE HAS NOT RECEIVED A REVISED CONTRACT SO HIS SUGGESTION TO THE BOARD IS TO TABLE THIS UNTIL SUCH INFORMATION IS RECEIVED. AS OF TONIGHT, HE STILL HAS NOT RECEIVED THE REWRITTEN CONTRACT. KENNY WAS AT THE MEETING; AND HE SAID HE WOULD FOLLOW THROUGH WITH THIS.

- ▶ DAVE IS STILL MONITORING THE FIFTH THIRD BANK FORECLOSURE AND WILL ADVISE.

- ▶ **CENDER & CO. - NPCD CPA**

Karl Cender

- ▶ ANNUAL CONTRACT OF SERVICES PROVIDED TO THE BOARD FOR THEIR REVIEW AND APPROVAL.

- ▶ MADE A MOTION TO ACCEPT CENDER DALTON CONTRACT FOR 2025.

**CARRIED**

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

- ▶ THE END YEAR FINANCIALS HAVE BEEN PRESENTED TO THE BOARD.
- ▶ THE COMPARATIVE STATEMENT WAS PROVIDED IN ANOTHER FORMAT; THE REGULAR FORMAT WILL RESUME NEXT MONTH.
- ▶ JANUARY BANK RECONCILIATION NO ISSUES NOTED. ALL OUTSTANDING ITEMS WERE POSTED.

- ▶ **PRESIDENT OF THE BOARD OF FINANCE**

Robin Loucks, BOB STUTZMAN

- ▶ PRESIDENT BOARD FINANCE REPORT

**CARRIED**

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

- ▶ JANUARY BANK TRACING - NO EXCEPTIONS FOUND

- ▶ **REVIEW AND OR APPROVE JANUARY 28, 2025 BOARD MINUTES**

All

- ▶ TO APPROVE AS CORRECTED

**CARRIED**

**Moved by Rod Waldron, Seconded by Robin Loucks**

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

All

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

**CARRIED**

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

- ▶ ASTBURY AND L&M ELECTRIC DISCUSSED ADDING A BLOWER FAIL AND RAS FAIL ALARMS TO THE WWTP OMNISITE TELEMETRY UNIT. A QUOTE IS BEING REQUESTED. GARY POINTED OUT THAT THE BOARD DID NOT GIVE PERMISSION TO DO SO. TOM ACKNOWLEDGED AND STATED THAT IS WHY THEY ARE GETTING A QUOTE.

- ▶ FERGUSON QUOTE CONTROLLER REPLACEMENT \$4,971.43 SUNNY SIDE LIFT STATION. FAILED CONTROLLER NEEDS TO BE RETURNED.

**CARRIED**

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

- ▶ GATE OPENER. HOSTETLER DOOR AND ASKEW HAVE SUBMITTED QUOTES. STILL WAITING ON MIKE'S FENCING. SO FAR LOOKING AT \$6,300.00 TOTAL. WORKING ON GETTING ADDITIONAL QUOTES.
- ▶ JASON NICHOLS IS NEW PLANT OPERATOR FOR ASTBURY ASSIGNED TO THE DISTRICT.
- ▶ REED ELECTRIC HAS STARTED REPAIR WORK ON PUMP 1
- ▶ BLOWER START UP HAS NOT YET OCCURED. ASTBURY WILL ASK FOR AN UPDATED TIEFRAME FROM HASKINS UNDERGROUND.

- ▶ GARY HAD A QUESTION ON BETTERWAY PRODUCTS LIFT STATION THAT PUMP 2 IS NOT PUMPING. TOM WILL LOOK INTO IT. PUMP #2; THEY WERE ABLE TO CHECK OUT AND BOTH PUMPS ARE RUNNING AS THEY SHOULD BE. OMNI SITE ALARMS ARE GETTING UP THERE IN AGE. DONN STATED THAT IT WAS UPDATED WHEN THE PUMP WAS REDONE. TOM STATED THAT THEY WILL MAKE SURE THE PROGRAMMING IS ACCURATE ON THE SETTINGS.

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

Diane Clerk/Secretary

- ▶ FINANCIAL CLERK/SECRETARY REPORT APPROVED AS PRESENTED.

**CARRIED**

**Moved by Rod Waldron, Seconded by Robin Loucks**

- ▶ REGISTER OF CLAIMS AS PRESENTED

**CARRIED**

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

- ▶ 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**

- ▶ INCREASE MONTHLY CHARGES 2026 GARY ASKED ERIC WHAT THE PROCESS WAS; ERIC STATED A RATE STUDY NEEDED TO BE DONE AND HAVE THAT AS A BACK UP TO INCREASE THE MONTHLY RATES. THEN WE NEED A PUBLIC HEARING AND THEN ANOTHER MEETING TO APPROVE THE RATE RESOLUTION. IT CAN BE DONE AT ANY TIME. NOVEMBER WOULD BE THE LATEST. GARY WANTED TO KNOW IF ERIC COULD GET A RATE STUDY DONE; AND THE MEETINGS CAN BE HELD PRIOR TO NOVEMBER. ERIC SAID IT IS GOOD TO HAVE DISCUSSIONS NOW. GARY SAID FIRST YOU HAVE TO SEE IF IT IS NECESSARY OR NOT. TOM STATED THAT WE COULD RAISE THE RATES 4.99% ON REGIONAL SEWER DISTRICTS. ROBIN ASKED ERIC HOW LONG TO DO A RATE STUDY? ERIC STATED A COUPLE MONTHS. ERIC STATED IT IS ABOUT A FIVE MONTH PROCESS. ROD WANTED TO KNOW HOW MUCH A RATE STUDY WOULD COSTS. IF WE STARTED IN JUNE WE COULD GET IT DONE IF NEED BE.

- ▶ TELAMON ON SOLAR REBATE CENDER IS WORKING ON
- ▶ SOLAR ENERGY ON NIPSCO CHARGES GARY TALKING WITH KEITH; THEY ARE CHECKING INTO RATE PLAN GARY HAS A NAME TO FOLLOW UP ON.
- ▶ ROOF OVER TANKS CONSENSUS OF THE BOARD WAS TO PROCEED FORWARD. GARY WANTS BOB INVOLVED.

- ▶ BOB IN CHARGE OF THE ROOF OVER FERRIC TANK PROJECT. BOB SAID 13' X 20' STRUCTURE WITH A 3' SIDEWALL, MAN DOOR TO THE WEST. MATERIALS ONLY AND ANY ELECTRICAL LIGHTING WITH 2'X4 ' WALL \$5,500 IN MATERIAL ONLY. NO DECISION TONIGHT.

**CARRIED**

**Moved by Rod Waldron, Seconded by Gary Brumbaugh**

- ▶ INSURANCE TRUSTEE CLAIM CANNOT BE CLOSED UNTIL WE RECEIVE THE COSTS OF THE TANKS REMOVAL. DIANE HAS BEEN IN CONTACT WITH INSURANCE CLAIMER.
- ▶ ROBIN REQUESTED THE INSPECTION FEE BE TABLED TO ASK FOR DAVE'S INPUT. DONN WANTS A BREAK DOWN OF THE CHARGES FROM JPR. INCLUDE THE INSPECTION'S ON COMMERCIAL.
- ▶ GREASE TRAP CLEANING INSPECTION FORMS NEED TO BE GIVEN OUT BY THE DISTRICT; CONSENSUS OF THE BOARD.

- ▶ GREASE TRAP FORMS TO BE TAKEN TO THE BUSINESSES - DONN VOLUNTEERED TO DO THIS

- ▶ **NEW BUSINESS**

Gary Brumbaugh

- ▶ BOARD SHOULD HAVE RECEIVED EMPLOYEE EVALUATION REPORT
- ▶ DIANE ASKED ABOUT ADDING HUSBAND TO INSURANCE. AFTER DISCUSSION DIANE DECIDED TO SEARCH OUTSIDE OF THE DISTRICT.
- ▶ BOB WANTED IT TO BE PUT ON RECORD THAT HE THINKS THAT THE CHAIRMAN SHOULD BE PAID MORE THAN THE REST OF THE BOARD. ROBIN'S CONCERN WAS SETTING A PRECEDENT IF THE NEXT CHAIRMAN DID NOT OPERATE IN THE MANNER THE CURRENT CHAIRMAN DOES.

- ▶ **ADJOURNMENT**

Gary Brumbaugh

- ▶ MOTION WAS MADE TO ADJOURNMENT 8:17 PM

**CARRIED**

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

- ▶

Gary Brumbaugh

- ▶ PLEASE SIGN BELOW YOUR NAME.

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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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