

Minutes - NPCD Board Of Directors

MEETING AGENDA

TUESDAY JUL 26, 2022 6:30 PM-9:00 PM

Npcd Administration Building

Chair Gary Brumbaugh

Attendees Bob Stutzman
DAVE HOLLENBECK
Karl Cender

Brad Smith
Diane Smith
Robin Loucks

Dan Fox
JOSH KOONTZ
TOM ASTBURY

Absent Rodney Waldron

- **Open the meeting**

Gary Brumbaugh

- **THOSE PRESENT: GARY BRUMBAUGH, TOM ASTBURY, BOB STUTZMAN, BRADLEY SMITH, ROBIN LOUCKS, DIANE SMITH**

Gary Brumbaugh

- **Welcome citizens in attendance**

Gary Brumbaugh

- **WELCOMED BRAD SMITH IN ATTENDANCE**

Gary Brumbaugh

- **INTERNAL CONTROL REVIEW**

Gary Brumbaugh

- SBOA AUDIT REPORT
- ORDINANCE CHANGES - EDU INDUSTRIAL AND RESIDENTIAL RATES NOT INCLUDED

- **NPCD ATTORNEY**

Dave

- POTENTIAL TO RESPOND TO THE COMMENTS MADE BY THE ISBOA TO THE BOARD. PERMISSION TO FORWARD TO ATTORNEY & CPA TO LOOK OVER THE PAPERWORK FROM THE AUDIT. ATTORNEY HOLLENBECK REQUESTED THAT THE ISBOA MATERIAL BE FORWARDED TO ATTORNEY AND CPA. BOARDS APPROVAL TO HAVE DAVE, KARL, AND GARY TO GO OVER THE AUDIT COMMENTS AND RESPOND ACCORDINGLY.

CARRIED

- ATTORNEY TO IMPLEMENT; WORK IN PROGRESS AS WE WORK ON THOSE THINGS. KARL HAS A FEW SUGGESTIONS TO IMPLEMENT IMPROVEMENTS TO BE MADE AND THEN WILL REPORT BACK TO THE BOARD.
- Minutes of the JUNE 28, 2022 NPCD Board Meeting in compliance? THE MINUTES ARE CONSISTENT WITH THE ISBOA AND ARE IN COMPLIANCE.
- DAVE LIKES THE MEETINGS ON ZOOM. AND THANKED THE BOARD FOR INCLUDING HIM IN THE ISBOA EXIT AUDIT.
- ASTBURY PURCHASE ORDERS

- **CENDER & CO. KARL CENDER**

Karl Cender

- JUNE FINANCIALS - FINANCIALS SENT SEPARATELY. KARL WENT OVER THE FINANCIALS.
- JUNE BANK REC
- INTERNAL CONTROL MANUAL REDONE FOR SIGNATURES MISSING FROM 202? ALL RESOLUTIONS WERE RESENT AND GIVEN TO THE BOARD TO REVIEW. DAUSMAN STATED THAT THE RESOLUTIONS, 2016 AND 2017 ADOPTED BY THE BOARD. RECOMMENDED TO DIGEST ALL MATERIALS AND THEN TAKE ACTION IN AUGUST. APPROVED RESOLUTIONS IS THE IMPORTANT. DOUBLE CHECK TO MAKE SURE WE HAVE THE SIGNED DOCUMENT?

- 2023 BUDGET - DATES & SCHEDULE - JULY PROPOSED BUDGET IS SET AT 5% PER THE STATE FOR THE TAX LEVY. GENERAL TAX FUND PROPOSED IS \$315,000.00. AND THE CUMULATIVE IMPROVEMENT FUND IS \$52,735.00. ASKING THE BOARD TO UPLOAD INTO GATEWAY THIS IS THE FORM THREE. HAS TO BE UPLOADED TEN DAYS BEFORE THE PUBLIC HEARING ON THE PROPOSED BUDGET. THEN ADOPT THE BUDGET IN SEPTEMBER. BY LAW WE HAVE THE END OF AUGUST TO COMPLETE THE BUDGET PROCESS. CHAIRMAN BRUMBAUGH ASKED IF QUESTIONS FROM BOARD MEETING? MOTION WAS MADE TO APPROVE THE \$315,000.000 AND THE \$52,735.00 AS PROPOSED. ERIC AND KARL WILL GET WITH DIANE TO MAKE SURE THE FORM IS UPLOADED AND RELEASED.

CARRIED

Moved by Robin Loucks, Seconded by Bob Stutzman

- AFR CHANGES THAT ISBOA IS REQUESTING - THEIR REVIEW WASN'T AN OFFICIAL AUDIT; BUT A REVIEW. MADE ADJUSTMENTS OF THE DUPLICATE ENTRIES. THEY PREFER THE AUDITED ADJUSTMENTS. UNLOCK THE REPORTS FROM THE PRIOR YEAR AND UPDATE THESE ADJUSTMENTS. CHAIRMAN BRUMBAUGH GAVE AUTHORIZATION TO GO AHEAD WITH THEIR ADJUSTMENTS.

- ONE OTHER ITEM NEEDING TO DISCUSS. INVOICES THAT WE DO NOT HAVE THE PAPERWORK FOR. KARL ADVISED DIANE NOT TO PAY THE BILL UNTIL WE HAVE THE PROPER PAPERWORK AS THE STATE BOARD REQUIRES. KARL SUGGEST THAT ASTBURY INITIAL THOSE ITEMS THAT THEY WERE RECEIVED IN THE NORMAL COURSE OF BUSINESS. TO MAKE A MOTION TO PAY THE INVOICES ONCE THE VENDOR'S ARE. KARL STATED WHEN YOU CALL A VENDOR TO MAKE A PURCHASE; PROPER SUPPORT WAS NOT PROVIDED AND PAPERWORK. MOTION TO AUTHORIZE DIANE TO MAKE THE PAYMENTS TO THE VENDORS AFTER THE INVOICE AND PROOF OF RECEIPT IS MADE. MOTION WAS MADE TO PAY BLUE BOOK FLOW TECH CUMMINGS.

CARRIED

Moved by Robin Loucks, Seconded by Bob Stutzman

• **PRESIDENT OF THE BOARD OF FINANCE REPORT**

Robin Loucks

- DEPOSIT TRACING DIANE HAD QUESTIONS ABOUT CENDER POSTING ON MISC INTEREST.
- INTERRA SIGNATURE SHEET
- INTERRA ACCOUNT SET UP THE CHAIRMAN CAN AUTHORIZE A LETTER WITH THE CHECK SIGNERS WILL BE; KARL STATED THAT THE BANKS SHOULD HAVE THESE FORMS FOR US TO COMPLETE. IF NOT DAVE OR KARL CAN DRAW THEM UP.
- INTERRA FIANCÉS MONEY MARKET INTEREST INVESTIGATED AND SUGGESTION TO THE BOARD TO KEEP THE MONEY AS IS.

• **Review and or Approve JUNE 28, 2022 Board Minutes**

Gary Brumbaugh

- MOTION WAS TO APPROVE THE MINUTES AS PRESENTED.

CARRIED

Moved by Robin Loucks, Seconded by Bob Stutzman

• **Register of Claims**

Gary Brumbaugh

- REGISTER APPROVED AS PRESENTED.

CARRIED

Moved by Robin Loucks, Seconded by Bob Stutzman

• **Past Due Review**

Gary Brumbaugh

- LIENS ROBIN SIGNING LEANS

- **CUSTOMER ISSUES**

All

- THE PHONE

- **Projects 2022**

Gary Brumbaugh

- TURTLE TOP REHAB (2021) THIS IS DONE EXCEPT GENERATOR PAD - CALL NIPSCO
- SOLAR ENERGY 50K FOR PLANT - QUOTES WERE RECEIVED BY THE CHAIRMAN
- ASPHALT SEALING - CONTRACT SENT - WAITING FOR SCHEDULING DATE
- FERRIC TANKS - TOM REPORTED FERRIC SOLIDS INTO SUSPENSION. TO DISSOLVE THE SEDIMENTS INTO THE BOTTOM OF THE TANKS.
- CLEANING OF SEWER FLOW SYSTEM 20% WEED AND RR VISUAL - DONE. IS 20% CLEANING ENOUGH? TOM STATED HE BELIEVED IT WAS. SEMI ANNUAL SCHEDULE; NEED TO INCREASE THE FREQUENCY TWICE A YEAR. CHAIRMAN BRUMBAUGH QUESTIONED WHY CAN'T GO DOWN AND TELL WEED THAT EVERY SIX MONTHS WE WILL BE USING THEM EVERY SIX MONTHS; REOCCURRING AND PUT ON THEIR SCHEDULE.. LONG TERM HEADWORKS TO LOOK AT OPTIONS OF MOVING HEADWORKS OUT OF THE PLANT. OR NEEDS REFURBISHED. CHAIRMAN BRUMBAUGH STATED THAT 6 & 15; MEANDERING MEADOWS AND THE BOY SCOUT LIFT STATIONS.
- VIOLATION. HEADWORKS AGING DOESN'T CATCH EVERYTHING GOING THROUGH. GET A LITTLE PASSING THROUGH. ADEQUATELY RESPONDED. NO LETTERS TO BE WRITTEN. TOM HAS TAKEN CARE OF IT.
- UV PROJECT
- LIFT STATION REHABILITATION: 6&15 AND MEANDERING MEADOWS

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

Dan Fox

- OPERATIONS REPORT TO APPROVE THE OPERATIONS REPORT AS PRESENTED.

CARRIED

Moved by Robin Loucks, Seconded by Bob Stutzman

- NEW HOOK UP UPDATES THEY WERE GIVEN TO JOSH AND HE HAS INSPECTED. DIANE REPORTED ONE OF THE PROPERTIES WERE SOLD WITHOUT BEING INSPECTED. DIANE HAS COMMUNICATED WITH JOSH AND ROBIN STATED THAT IF ASTBURY IS COMFORTABLE LATERAL BURIED WITHOUT BEING INSPECTED; OR IF ASTBURY IS NOT COMFORTABLE WITH CONTRACTOR THEN MAKE THEM TO DIG IT UP. BOB HAD A QUESTION ON HOW THIS HAPPENED; AND HOW WORK ORDERS ARE GENERATED.

CARRIED

Moved by Robin Loucks, Seconded by Bob Stutzman

- BLOWER QUOTES STILL NEED TO GET US QUOTE; THIS WOULD BE BILLED DIRECTLY TO THE DISTRICT. WE ARE REPLACING TWO AND HAVE SIX BLOWERS.'
- WEED IS GOING TO FINISH AUGUST 10TH. ABES WILL BE CLEANING GRIT FROM AERATION BASE #4. LACK OF GRIT REMOVAL.
- FALCONS NEST; SIZING OF PUMPS. ASTBURY IS NOT QUALIFIED TO HANDLED AND RECOMMEND THAT WE HIRE AN ENGINEER TO DO. CHAIRMAN REQUESTED ASTBURY NOTIFY THE BOARD WHEN THE CAPACITY IS NEARING THE TIME TO BE REPLACING. MANY CALL OUTS TO THAT LIFT STATION.

- BETTER WAY PUMP TWO IS ALARMING OVER TEMPERATURE; JOSH PULLED TODAY. NOT SURE IF WE HAVE A BACK UP. CHAIRMAN STATED THERE WAS ONLY ONE PUMP IN IT. HAD GROUND WATER COMING IN AND IT WAS LIFTED UP. ROBIN ASKED IF ALL THE LIFT STATION ARE WET WELLS? TOM DOES NOT KNOW. ROBIN STATED IF THEY ARE SUBMERGED IN LIQUID QUESTIONED THE OVER HEATING. ARE THERE ANY MERCURY SWITCHES? (ROBIN ASKED). MERCURY FLOW SWITCHES IS WHAT WE CURRENTLY HAVE. TOM STATED HAS A NEW PUMP CRANE TRUCK COMING UP.
- ADJUSTMENT FOR INCREASE; THERE WILL BE A NEW MONTHLY AMOUNT. RETROACTIVE JULY.
- MOTION WAS MADE TO GIVE ASTBURY PERMISSION TO CONTACT ELECTRICIAN. NOT TO EXCEED \$1500.00 MEANDERING MEADOWS TO SEE IF THEY CAN FIX THE ELECTRIC PANEL FROM NEEDING TO BE MANUALLY RESET.

CARRIED

Moved by Robin Loucks, Seconded by Bob Stutzman

- RAS PUMPS COMPLETED PER TOM
- PO PROCESS - TOM UNDERSTANDS AND WILL GET WITH ME.
- PUMP AT FALCONS NEST

FINANCIAL CLERK SECRETARY REPORT

Diane Smith

- FINANCIAL CLERK REPORT APPROVED AS PRESENTED

CARRIED

Moved by Robin Loucks, Seconded by Bob Stutzman

UNFINISHED BUSINESS:

Gary Brumbaugh

- SBS - NET FIVE YEAR PROJECT PLAN - 2023-2027 (JUNE 2022)
- SBS MAP PROJECT - ROBIN HAS TAKEN THIS OVER FROM ASTBURY ROBIN HAS NOT RECEIVED THE FLASH DRIVE ON THE MAPS
- TRIAL PLAN - ROD REPORTED READY FOR SPRAYING AND BUSCH CUTTING - ROD AND THE CHAIRMAN WILL WORK ON.
- SBS PORTALS - ROBIN LOUCKS WAS ASKED TO TAKE THIS OVER
- ONE PLANT NEEDS REPLACED DIANE GETTING WITH JOHNSONS
- CREDIT CARD REWARDS - ROBIN WILL CHECK INTO
- SBS PO HAS BEEN ROLLED OUT WHEN IPADS ARRIVE WILL BE WORKED ON
- FLAG & POLE FOR OFFICE CHAIRMAN BRUMBAUGH HANDLING WORK IN PROGRESS; HAS BEEN ORDERED.

New Business

All

- COVID - QUARANTINE AT HOME PROVIDE NEGATIVE TEST BEFORE COMING BACK TO WORK. NEED MEDICAL NOTE STATING OK TO COME TO WORK.

- WASTEWATER TREATMENT PLANT L & M QUOTE \$1985.00. SHOULD BE DONE WITHOUT ANY SIGNIFICANT OUTAGES TO THE PLANT.

CARRIED

Moved by Bob Stutzman, Seconded by Robin Loucks

- MOTION ON VERIZON; ASSUMING VIDEO CONFERENCE; TERMINATED AT THE CURRENT BILLING CYCLE. ELIMINATE TWO IPADS AND IPHONE. WITH THE DISTRICT TERMINATING VERIZON.

CARRIED

Moved by Robin Loucks, Seconded by Bob Stutzman

- ALLOW SMITH TO PURCHASE THE THREE IPAD, IPHONE PRODUCTS FOR \$278.00.

CARRIED

Moved by Bob Stutzman, Seconded by Robin Loucks

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- ADJOURNMENT 8:58

CARRIED

Moved by Bob Stutzman, Seconded by Gary Brumbaugh

Remarked by Gary Brumbaugh

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Remarked by Robin Loucks

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Remarked by Bob Stutzman

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Remarked by Diane Smith

- Attested by the Financial Clerk/Secretary

Remarked by Diane Smith

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