

# MINUTES NEW PARIS CONSERVANCY DISTRICT BOARD MEETING

~~AGENDA~~

TUESDAY DEC 27, 2022 6:30 PM-9:00 PM

NPCD ADMINISTRATION BLDG

<b>Chair</b> Gary Brumbaugh		
<b>Attendees</b> BOB STUTZMAN Diane Clerk/Secretary KENNY JONES JR Todd Kidder	Brad Smith Eric Cender Robin Loucks TOM ASTBURY	Dave Hollenbeck Karl Cender Rod Waldron

▶ **OPEN MEETING**

Gary Brumbaugh

▶ GARY OPENED THE MEETING AT 6:33PM

▶ **WELCOME CITIZENS IN ATTENDANCE**

Gary Brumbaugh

▶ GARY WELCOMED CITIZEN BRAD SMITH IN ATTENDANCE.

▶ **JPR ENGINEERING - NOT PRESENT**

KENNY JONES JR

▶ DIANE IS TO CONTACT KENNY ASKING FOR THE CONTRACTUAL SERVICE AGREEMENT.

▶ **NPCD ATTORNEY**

Dave Hollenbeck

▶ MINUTES OF THE NOVEMBER 22, 2022 NPCD BOARD MEETING IN COMPLIANCE?

▶ DAVE STATED THAT THE MINUTES WERE IN COMPLIANCE FOR THE REGULAR BOARD MEETING. WITHIN THE STATE BOARD OF ACCOUNTS REQUIREMENTS.

▶ DAVE ASKED FOR CLARIFICATIONS ON GOING FORWARD; IT WOULDN'T BE DIFFICULT TO GATHER SPECIFICATIONS AND THEN SEEK THREE COMPETITIVE BIDS. IF THE PROJECT COMES TO \$150K OR MORE. BOB QUESTIONED WHETHER WE SHOULD OBTAIN TWO MORE QUOTES; WE HAVE ALREADY RECEIVED ONE. GARY ASKED DAVE IF HE COULD FIND OUT IF WE WOULD QUALIFY FOR THE FEDERAL FUNDING. KARL STATED THAT AT THE END OF THE DAY WE WOULD STILL HAVE TO ADVERTISE FOR BIDS IF THE PROJECT IS OVER \$150K. BOB ASKED IF WE WOULD NEED TO GET

▶ THE NEXT THING FOR DAVE TO SEE IF WE QUALIFY FOR FEDERAL FUNDING.

▶ ROBIN WOULD LIKE TO MOVE FORWARD WITH THE SOLAR PROJECT.

**CARRIED**

Moved by Robin Loucks, Seconded by BOB STUTZMAN

▶ BOARD REORGANIZATION: DIANE FORWARDED TO DAVE THE CERTIFICATION OF THE NOMINATING PETITIONS.

▶ MAY BE TIME TO HAVE KARL AND DAVE TO LOOK OVER THE INTERNAL CONTROL MANUALS TO MAKE SURE THAT WE ARE IN COMPLIANCE. AND TO SEE IF THERE ARE AREAS THAT NEED REDONE OR CHANGES THAT NEED IMPLEMENTING. KARL STATED THAT HE TALKED WITH GARY; AND HE AGREES THAT THEY SHOULD GO OVER THE INTERNAL CONTROL MANUAL TO MAKE SURE THINGS ARE IN ALIGNMENT WITH THE STATE. KARL SUGGESTS THAT WE HAVE THE CHAIRMAN, DIANE AND ANOTHER BOARD MEETING TO GO OVER THE INTERNAL CONTROLS.

▶ KARL STATED THAT GARY HAS REQUESTED AN EXECUTIVE SESSION TO BE HELD IN JANUARY PRIOR TO THE JANUARY BOARD MEETING; AT 6 PM TO DISCUSS EMPLOYEE EVALUATIONS.

▶ **CENDER & CO. - NPCD CPA**

Karl Cender

▶ KARL WILL PROVIDE THE BOARD WITH THEIR UPDATED CHARGES NEXT MONTH.

▶ **NOVEMBER FINANCIALS**

Karl Cender

- ▶ NOVEMBER BANK REC; WAS COMPLETED WITH NO ISSUES.
- ▶ WITH THE TRANSFER OF \$80K THAT THE PRESIDENT OF THE BOARD OF FINANCE DID CORRECTED THE OPERATING ACCOUNT BALANCE. SOME OF THE NEGATIVE BALANCES WILL BE CORRECTED WITH THE PROPERTY TAXES COLLECTED. ERIC STATED HE LOOKED IN AMPSTUN AT THE PAYABLES; AND HE BELIEVES WE WILL BE IN COMPLIANCE WITH THE CASH BALANCES FOR YEAR END.

▶ **PRESIDENT OF THE BOARD OF FINANCE REPORT**

Robin Loucks

- ▶ MOTION TO APPROVE FINANCE REPORT AS READ.

**CARRIED**

Moved by Gary Brumbaugh, Seconded by Rod Waldron

- ▶ PLEASE REFER TO THE PRESIDENT OF THE BOARD OF FINANCE REPORT ATTACHED FILE
- ▶ DEPOSIT TRACING NO EXCEPTIONS
- ▶ INTERRA FINANCES

▶ **ASTBURY WATER TECHNOLOGIES GROUP - PLANT OPERATIONS**

TOM ASTBURY

- ▶ OPERATIONS REPORT

- ▶ MOTION TO APPROVE REPORT AS PRESENTED.

**CARRIED**

Moved by Robin Loucks, Seconded by Rod Waldron

- ▶ FERGUSON; ASTBURY STILL WAITING TO HEAR BACK FROM FERGUSON ON MEANDERING MEADOWS; 6 & 15; AND THE BOY SCOUT LIFT STATION. GARY WANTED TO KNOW IF AFTER UPGRADE THESE THREE PUMPS; ARE WE CLOSE TO HAVE THEM ALL UP TO DATE? OMNISITE NEEDS TO BE PLACED ON THE HOOSIER HOUSE. GARY ASKED IF OMNISITE IS AT THE PLANT. JOSH STATED IT DOES.

- ▶ SUNNYSIDE PARK; THE PUMP WITH THE SEAL FAIL IS SITTING OUTSIDE AT THE PLANT, WAITING FOR THE BOARD'S DIRECTION. IT IS A 2012. HIS RECOMMENDATION IS TO REBUILD THE PUMP TO HAVE TWO SPARE PUMPS. \$10 TO \$12K IS COST OF NEW PUMPS. OR \$4K TO REBUILD. THE PUMPS AT SUNNYSIDE PARK WERE INSTALLED IN 2016 AND ONE IN 2012.

- ▶ ROD MADE A MOTION TO REBUILD THE PUMP FOR SUNNYSIDE PARK. CALL GARY IF THE COST IS OVER \$4K.

**CARRIED**

Moved by Rod Waldron, Seconded by BOB STUTZMAN

- ▶ MEANDERING HAS REPLACED THE ELECTRICAL AT MEADOWFLOWER LIFT STATION.

- ▶ WORLD MISSIONARY; HAD SEAL FAIL ON THE PUMP; THE PUMP FROM MISSIONARY IS DOWN AND WAITING FOR QUOTE. AFTER THAT IS REBUILT THERE IS ANOTHER PUMP THAT NEEDS TO BE REDONE.

**CARRIED**

Moved by Rod Waldron, Seconded by BOB STUTZMAN

- ▶ FALCON'S NEST FENCE; THE QUOTE WAS VALID FOR THREE DAYS. ONCE APPROVED; THEY WILL REQUOTE AND THAT WILL BE THE COST. \$3,950. GARY SAID BACK IN JUNE. ROBIN SAID HE SET THE FENCE BACK UP; BUT THE WIND BLEW IT BACK DOWN. WOULD A CHAIN LINK FENCE BE BETTER THAN REPLACING THE VINYL. BOB STATED THAT IF WE WENT WITH THE CHAIN LINK FENCE WE COULD STILL HAVE THE PRIVACY FEATURE. SIX FOOT TALL FENCE. CONCERN IS PUTTING \$4K INTO REPAIRING A 12 YEAR OLD FENCE. THE VINYL BECOMES SO BRITTLE THAT WHEN YOU TRY TO WORK WITH IT; IT CRUMBLES.

- ▶ ROD MADE MOTION TO GET QUOTE ON CHAIN LINK WITH THE PRIVACY SLATS.

**CARRIED**

Moved by Rod Waldron, Seconded by BOB STUTZMAN

- ▶ STAND BY GENERATORS PARTS ARE IN AND JOSH IS TRYING TO GET THIS SCHEDULED. PLANT, SUNNYSIDE, AND WORLD MISSIONARY NEEDS REPAIRED. THE PORTABLE IS WAITING FOR L&M TO TAKE THE PUMP TO ALL LIFTS TO MAKE SURE WIRED CORRECTLY.
- ▶ TURTLE TOP; JOSH HAS TALKED TO NIPSCO AND THEY ARE WAITING FOR NIPSCO TO PUT THE GAS LINE IN AND RUN THE METER. THE YARD WAS TORE UP BY THE COMPANY THAT INSTALLED THE GENERATOR.
- ▶ CLARIFYER COATING; ADVANCED REHABILITATION TECHNOLOGY TO GET A SECOND QUOTE FOR THIS PROJECT.
- ▶ LIFT STATION SIGNAGE; SIGNS HAVE CAME IN AND CAME IN PRINT WAS BLURRY. GARY STATED THAT HE ORDERED STICKER'S TOO.
- ▶ BYPASS PUMP; DAN IS LOOKING FOR INFORMATION REGARDING A PORTABLE BYPASS PUMP.
- ▶ DETECTION INSTRUMENTS: H2S LOGGER; HYDROGEN SULFIDE METER/LOGGER. HYDROGEN SULFIDE IS DEADLY. ROBIN ASKED IF WE MONITORED THIS IN THE PAST. WE HAD NOT. AT A COST OF \$1,995.00. THE ONE THAT THEY WOULD SUGGEST IS ONE TO HAVE A VENT ON THEM. WE HAVE NOT MAINTAINED.

- ▶ MOTION TO APPROVE PURCHASE OF METER FOR \$1,995.00 FROM DETECTION INSTRUMENTS. IT ATE THE BAIL OFF THE PUMP.

**CARRIED**

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

- ▶ QUOTE FOR GUTTERING; RAINTEC QUOTED \$1,171.65 TO REPLACE GUTTER AND DOWNSPOUT WORK.

**CARRIED**

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

- ▶ WEED TRUCK IS BROKE; WHEN IT IS FIXED THEY WILL RESUME CLEANING
- ▶ OMNISITE BILLED ASTBURY FOR THE FOR THE CARD FOR THE 3G TRANSMITTER AT A COST OF \$299 PLUS SHIPPING.
- ▶ MAPPING/SURVEYING; DISCOVERED THAT JPR IS MAPPING MANHOLES WHILE ASTBURY PERSONNEL PERFORMING LOCATES. ASTBURY WOULD LIKE TO HAVE ACCESS TO THE MAPS.
- ▶ GARAGE, BASEMENT, AND HEADWORKS HEATERS DO NOT WORK. AND THE BLOWER ROOM. DIANE WILL CONTACT LEGACY AND LET THEM KNOW. THEY ARE DUE TO COME OUT JAN 6TH.
- ▶ ROBIN ASKED IF ALL INVOICES HAVE BEEN PAID TO ASTBURY AND WANTED CONFIRMATION. I EMAILED ROBIN A COPY.

- ▶ ORDER UV BULBS AND SLEEVES; \$2,624.00 FROM TROJAN APPROVED,

**CARRIED**

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

▶ **REVIEW AND OR APPROVE OCTOBER 25, 2022 BOARD MINUTES**

Gary Brumbaugh

- ▶ APPROVE OCTOBER 25, 2022 BOARD MINUTES

**CARRIED**

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



Gary Brumbaugh

▶ **REGISTER OF CLAIMS**

Gary Brumbaugh

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- ▶ MOTION TO ACCEPT REGISTER OF CLAIMS.

**CARRIED**

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

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- ▶ **PAST DUE REVIEW**

Gary Brumbaugh

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- ▶ 55 LETTERS SENT OUT ON 11.20.22 WITH A DUE DATE OF DEC 15, 2022.

- ▶ **LIENS**

Gary Brumbaugh

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- ▶ **CUSTOMER ISSUES**

Gary Brumbaugh

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- ▶ RANDY BOWLING CALLED ROD; SEWER BACKING UP INTO HIS HOUSE; DIANE RECEIVED EMAIL; THE PROBLEM WAS IN CUSTOMER'S LATERAL. HE CALLED ROTOR ROOTER TO GO AND CLEAN OUT THEIR LINE. THE PROBLEM WAS IN HIS LATERAL GOING TO THE MAIN.

- ▶ **PROJECTS 2022**

Gary Brumbaugh

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- ▶ PAINTING OF PLANT TABLED UNTIL PLANT UPGRADES DISCUSSED

- ▶ TURTLE TOP REHAB (2021)

- ▶ INFORMATION TECHNOLOGY - OFFICE - SBS PORTALS ROBIN WAS ASKED TO GIVE UPDATE IN SEPTEMBER

- ▶ SOLAR ENERGY FOR PLANT

*Remarked by all*

- ▶ DISCUSSION ON SOLAR WAS THE DOLLAR SAVINGS; AND QUOTES VS BIDS; 2ND ONE ADEQUATE FOR RIGHT NOW. CONSENSUS WAS TO WAIT ON SOLAR COMPANY FROM WARSAW'S QUOTE BEFORE GOING FURTHER. ASK JPR WHAT THEY WOULD CHARGE TO WRITE SPECS UP.

- ▶ FERRIC TANKS

- ▶ CLEANING OF SEWER FLOW SYSTEM 20%

- ▶ UV PROJECT BULBS HERE

- ▶ LIFT STATION REHABILITATION 6 & 15 AND MEANDERING MEADOWS 2023 PROJECT

- ▶ RECYCLING CLEANING OF THE POLE BARN

- ▶ SBS MAPS ALMOST ALL DONE. ROBIN IS CONVERTING ALL TO PDF'S AND THEN WILL BE UPLOADED TO SBS

- ▶ PUMP AT FALCON'S NEST

- ▶ **FINANCIAL CLERK/SECRETARY REPORT**

Diane Clerk/Secretary

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- ▶ FINANCIAL CLERK SECRETARY REPORT

- ▶ MOTION TO APPROVE REPORT AS PRESENTED

**CARRIED**

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

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- ▶ 2023 VACATION SCHEDULE

**CARRIED**

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

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- ▶ HSA CONTINUE THE HSA OF \$6K , \$3K JUNE

**CARRIED**

Moved by Gary Brumbaugh, Seconded by Robin Loucks

- ▶ MOTION TO PAY ASTBURY INVOICES AS PRESENTED.

**CARRIED**

Moved by Robin Loucks, Seconded by Rod Waldron

- ▶ MOTION TO PAY CENDER INVOICE.

**CARRIED**

Moved by BOB STUTZMAN, Seconded by Rod Waldron

- ▶ MOTION TO APPROVE JOHNSON'S LAWN MAINTENANCE.

**CARRIED**

Moved by Rod Waldron, Seconded by BOB STUTZMAN

- ▶ OMNISITE STAY MONTHLY.

**CARRIED**

Moved by BOB STUTZMAN, Seconded by Rod Waldron

- ▶ MOTION TO APPROVE ANNUAL BILLING CHANGE AS LONG AS THE CUSTOMER HAS THE OPTION TO OPT OUT OF E BILLING.

**CARRIED**

Moved by Rod Waldron, Seconded by Robin Loucks



**NOT YET HEARD**

Moved by Rod Waldron, Seconded by Robin Loucks

- ▶ **UNFINISHED BUSINESS**

Gary Brumbaugh

- ▶ TRAIL PLAN - ROD WALDRON WAS ASKED TO WORK ON THIS
- ▶ SBS PORTALS - ROBIN LOUCKS WAS ASKED TO TAKE THIS OVER
- ▶ CREDIT CARD REWARDS

- ▶ **NEW BUSINESS**

Gary Brumbaugh

- ▶ EMPLOYEE HOLIDAY PAY MOTION TO APPROVE.

**CARRIED**

Moved by Gary Brumbaugh, Seconded by Rod Waldron



- ▶ **ADJOURNMENT**

Gary Brumbaugh

- ▶ ROD MADE MOTION TO CLOSE. THE MEETING WAS CLOSED AT 9:02 PM

**CARRIED**

Moved by Rod Waldron, Seconded by Robin Loucks

- ▶ **THE NEXT NPCD BOARD OF DIRECTOR'S MEETING WILL BE HELD AT THE NPCD ADMINISTRATION BUILDING ON NOVEMBER 22, 2022. THE MEETING WILL COMMENCE AT 6:30 P.M.**

Gary Brumbaugh



- ▶ **PLEASE SIGN BELOW YOUR PRINTED NAME**

Diane Clerk/Secretary

*Remarked by Gary Brumbaugh*



*Remarked by Robin Loucks*



*Remarked by Rod Waldron*



*Remarked by BOB STUTZMAN*



*Remarked by all*

- ▶ **ATTESTED BY: DIANE SMITH, FINANCIAL CLERK SECRETARY FOR THE NEW PARIS CONSERVANCY DISTRICT.**

*Remarked by all*



*Remarked by all*

