

MINUTES NEW PARIS CONSERVANCY DISTRICT BOARD MEETING AGENDA

TUESDAY NOV 22, 2022 6:30 PM-9:00 PM

NPCD ADMINISTRATION BLDG

Chair	Gary Brumbaugh		
Attendees	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 6:30 PM

▶ WELCOME CITIZENS IN ATTENDANCE

Gary Brumbaugh

▶ GARY WELCOMED CITIZEN BRAD SMITH IN ATTENDANCE.

▶ JPR ENGINEERING

KENNY JONES JR

- ▶ Blower specs - the replacement blower motors were sufficient; a PDF file will be forwarded to Diane tomorrow. JPR met with Josh - Ampstun.
- ▶ Do we have a purchase order from United Blower. Board approved several meetings ago.
- ▶ Lift station at Falcon's nest; they are not complete with that yet. Have about 70% in the GIS software. Review lift station topics individually. Not only lift station that JPR believes needs looked at. Highest priority and going down the list. He will share more at December Board Meeting.
- ▶ JPR - need to be under contract.
- ▶ Expansion of sewer - Beer and Slabaugh. JPR talked with Sailor in regards to the expansion. As builds are what we receive once the testing and the work is done. They have part of it done. Kenny stated they are doing the expansion in stages. If anyone hooks on we should have an as built and testing. Robin asked when we take ownership. Kenny said that was a question for Dave. Dave stated that we don't currently take ownership because the work to be done is already in the District's easement or right of way. The way to handle this is to have the easement prior to any utility work being done. The sewer infrastructure belongs to the District.

▶ NPCD ATTORNEY

Dave Hollenbeck

- ▶ BOARD ELECTIONS. DIANE PUBLISHED THE THREE OPENINGS ON OCTOBER 24, 2022. IT LOOKS LIKE IN FEBRUARY OF 2023; DISTRICT II FOR A FULL FOUR YEAR TERM. CHAIRMAN BRUMBAUGH HAS TURNED IN A PETITION. AND THEREFORE IS A CANDIDATE.
- ▶ DISTRICT V IS CURRENTLY APPOINTED BY THE BOARD, BOB STUTZMAN. IF BOB CHOOSES TO RUN FOR THE DISTRICT; IT WOULD BE TO FILL THE POSITION UNTIL THE TERM IS EXPIRED.
- ▶ DISTRICT IV IS CURRENTLY VACANT. THERE ARE TWO YEARS REMAINING ON DISTRICT IV'S TERM.
- ▶ MINUTES OF THE OCTOBER 25, 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.
- ▶ ASTBURY - INVOICES OUTSTANDING; THEY ALL ARE THE RESULT OF ASTBURY'S TRIGGERING AN 8.4 AGREEMENT WITH THEM. BASE COMPENSATION WITH THEM; DAVE WENT THROUGH THE CONTRACT. IN SECTION OF 8.4 IN THE CONTRACT LISTS OTHER ITEMS OUTSIDE THE BASE CONTRACT. MATTERS DEEMED EXTRA ORDINARY CHARGES; HE BELIEVES ADEQUATE DOCUMENTATION IN ORDER FOR THE INVOICES TO BE APPROVED AND PAID ON THOSE BASIS.
- ▶ TOM STATED THAT THEY PROVIDED VENDOR INVOICES AND RECEIPTS; ANYTHING PURCHASED AT HARDWARE STORE; THEY ONLY CHARGED US THE UP CHARGE OF 15%; AND DID NOT CHARGE US WITH ANY SALES TAX. THE ISBOA STATED THAT THE DISTRICT

- ▶ DIANE QUESTIONED WHETHER WE PAY AN UP CHARGE FOR ASTBURY CONTRACTOR'S ON SERVICES FOR VENDOR'S THAT WE DO NOT HAVE CONTRACTS WITH. DAVE STATED THAT IT IS NOT ILLEGAL TO PAY FOR SERVICES.
- ▶ WHAT IS THE MAXIMUM AMOUNT OF MONEY THAT THE DISTRICT CAN SPEND WITHOUT RECEIVING QUOTES OR BIDS. QUOTES WE GO OUT AND OBTAIN QUOTES. BIDS IS ADVERTISED. THE MANDATORY FOR QUOTE IS A FUNCTION ON WHAT SEEKING TO PURCHASE AND THE ENTITY. ATTORNEY'S FEES; DO NOT HAVE TO RECEIVE QUOTES ON COMPETITIVE PRICING. QUOTE FOR \$125K FOR REPAIR ON A CLARIFIER. DO WE NEED TO GET BIDS? DAVE STATED WE DO NOT. KARL STATED THAT HE HAS PRESENTED AN AMENDMENT TO THE PURCHASE AGREEMENT. THAT FURTHER BREAKS DOWN. ROD WANTED TO KNOW IF WE SHOULD RECEIVE ANOTHER QUOTE FOR SOLAR BEFORE JUST DECIDING ON WHO TO PURCHASE FROM. ROD BELIEVES IT WOULD BE SMART FOR A JOB THAT BIG. IT CAN BE MORE STRINGENT THAN STATE LAW; CAN'T AVOID REQUIREMENTS STATE LAW REQUIRES FOR US TO FOLLOW.
- ▶ SOLAR ENERGY DAVE'S RESEARCH IS THAT WE COULD BE A BENEFACTORS OF ONE OF THESE PROGRAMS. THE PROGRAM AS IT IS SET OUT IT DOVETAILS WITH WITH WE HAVE PLANNED FOR THE DISTRICT. DAVE WANTS TO KNOW BOARD'S DIRECTION ON TO PURSUE THE DEPARTMENT OF ENERGY PROGRAMS AVAILABLE.
- ▶ THE MOTION WAS TO HAVE DAVE CHECK INTO IT AND SEE IF NPCD QUALIFIES FOR THE INFLATION REDUCTION FOR SOLAR. AND REPORT BACK TO THE BOARD.

CARRIED

Moved by Robin Loucks, Seconded by BOB STUTZMAN

▶ **CENDER & CO. - NPCD CPA**

Karl Cender

▶ **OCTOBER FINANCIALS**

Karl Cender

▶ **OCTOBER BANK REC**

Karl Cender

- ▶ RECONCILED WITH NO ISSUES. REMINDER TO BOARD THAT AT THE END OF DECEMBER WE WILL BE RECEIVING ANOTHER TAX COLLECTION CHECK AT YEAR END.
- ▶ DLGF APPROVED FOR 2023. SIGNED AND RETURNED PRIOR TO DEADLINE. GEN TAX FUND 315K CUM 52, 735. 1644 CUM .0275; 19.19 1 CENT LESS THAN LAST YEAR.
- ▶ US CENSUS - DUE DATE DEC 13TH.
- ▶ RESOLUTION FOR PURCHASING IF WE WERE GOING TO FOLLOW.

- ▶ MOTION TO ACCEPT THE PURCHASING RESOLUTION. THE RESOLUTION WILL BE NUMBER 11222022.

CARRIED

Moved by Robin Loucks, Seconded by BOB STUTZMAN

- ▶ ROBIN ASKED IF THE BOOKS WERE GOING TO BE IN THE BLACK IN THE AMOUNT TRANSFERRED. IF ANY LARGE EXPENDITURES. WE NEED TO DISCUSS SO THAT IT IS NOT IN THE RED. THEY WILL WRITE UP LOCAL ENTITIES IF THEY ARE IN THE RED.

▶ **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
- ▶ 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

▶ PLEASE REFER TO ATTACHED REPORT.

▶ UNITED BLOWER WILL INVOICE NPCD

▶ HASKINS UNDERGROUND WILL INSTALL AND INVOICE NPCD.

▶ WEED TO CLEAN BACK SIEVE AND SUNNYSIDE LIFT STATION.

CARRIED

Moved by Rod Waldron, Seconded by BOB STUTZMAN

▶ DOWNSPOUT DRAINING IN FRONT OF THE DOORWAY. AT THE PLANT CAUSING WORK HAZARD FOR EMPLOYEES.

▶ SPARE PUMPS; ONLY NEED ONE SPARE AT EACH LIFT STATION.

▶ EVAPAR FOR A COST OF 4376

▶ LIFT STATIONS ADDING AUTO START

▶ RECYCLING

▶ SBS MAP PROJECT

▶ PURCHASE ORDER FLOW/SBS PORTALS

▶ PURCHASE ORDER APPROVAL

▶ PUMP AT FALCONS NEST HAS THE PRESSURE POINT BEEN PULLED IT HAS THE 7 1/2 PUMP NOW; AND IT HAS THE CAPACITY OF REACHING LIMIT FOR THE LARGER PUMP.

▶ ROBIN WANTS TO KNOW HOW THEY LOG THE HOURS ON THE PUMPS. HOW LONG IS THE HISTORY KEPT ON THE PUMPS LOGGING.

▶ 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

▶ MOTION TO ACCEPT REGISTER OF CLAIMS.

CARRIED

Moved by BOB STUTZMAN, Seconded by Robin Loucks

▶ **PAST DUE REVIEW**

Gary Brumbaugh, Karl Cender

▶ **LIENS**

Gary Brumbaugh

▶ **CUSTOMER ISSUES**

Gary Brumbaugh

▶ **PROJECTS 2022**

Gary Brumbaugh

- ▶ 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

- ▶ DO WE WANT TO GO AHEAD WITH THE SOLAR PANELS; ON THE NEW PURCHASING RESOLUTION WE NEED TO ADVERTISE FOR BIDS. DO WE WANT JPR TO WRITE SPECS OR HAVE IT DONE IN HOUSE? ROBIN BELIEVES WE CAN WRITE UP OUR OWN SPECS. ROD MORE INTERESTED IN IT THAN HE WAS; DOESN'T LIKE THE LOOKS OF THE PANELS IN THE FIELDS. GET QUOTE FROM ADVANCED; HE WOULD NEED LAST MONTHS; OR 12 MONTHS OF ELECTRIC BILLS FOR THE PLANT. THEN IF THE QUOTES COME IN OVER \$150,000.00 THEN WE HAVE TO TAKE THE BIDS. WE ARE REQUIRED TO TAKE THE LOWER OR THE BEST. CHAIRMAN BRUMBAUGH WILL OBTAIN QUOTE.
- ▶ FERRIC TANKS
- ▶ CLEANING OF SEWER FLOW SYSTEM 20%
- ▶ UV PROJECT
- ▶ LIFT STATION REHABILITATION 6 & 15 AND MEANDERING MEADOWS
- ▶ 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

▶ FINANCIAL CLERK SECRETARY REPORT

- ▶ MOTION TO APPROVE REPORT AS PRESENTED

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

- ▶ 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**

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- ▶ 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**

- ▶ **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 9:46 P.M.

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

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

Remarked by BOB STUTZMAN



Remarked by BOB STUTZMAN

