

# NPCD BOARD OF DIRECTORS MINUTES

# MEETING MINUTES

TUESDAY JUN 25, 2024 6:30 PM-9:00 PM

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

## ▶ OPEN MEETING

Gary Brumbaugh

- ▶ Chairman Brumbaugh opened the meeting at 6:30 pm

## ▶ WELCOME CITIZENS IN ATTENDANCE

Gary Brumbaugh

- ▶ Chairman welcomed Brad Smith citizen in attendance.



## ▶ JPR - NPCD ENGINEER

KENNY JONES JR

- ▶ IDOT was contacted by JPR



## ▶ REVIEW LIFT STATION PROJECT

KENNY JONES JR

- ▶ Daniel - going in good direction. Work will not be done until November. Chairman feels confident in who's in charge.



## ▶ NPCD ATTORNEY

Dave Hollenbeck

- ▶ REVIEW May 28, 2024 BOARD MINUTES REVIEW minutes and find them in compliance with the state board of accounts compliance.
- ▶ Short sessions in legislative; new standards for 811 digging program; beginning January 1st, 2025. Dave will get with JPR ON THIS.
- ▶ SLOW MOVEMENT ABANDONING NEWS PAPERS ON LEGAL NOTICES; GOING TO WEBSITES AND ELECTRONIC MEDIA AND GATEWAY PROGRAM. STARTS ON JULY 1ST; ADDITIONAL APPROPRIATIONS WILL NEED TO BE UPLOADED THROUGH GATEWAY. CENDER AND COMPANY DOES THIS FOR MANY CLIENTS.
- ▶ GENERAL MATTERS; LOCAL BOARD GOVERNMENTS AND PROCEDURES; ALL FINANCIAL; DAVE IS REFERRING THIS TO CENDER TO HANDLE.
- ▶ ELKHART COUNTY HEALTH DEPARTMENT HAS BEEN WORKING WITH THE CUSTOMER'S. HOW ARE WE CLASSIFYING FOR SEWER PURPOSES. WE MAY NEED TO MAKE A RATE ADJUSTMENT AND TO MAKE SURE WHAT THEY ARE DISCHARGING INTO OUR SYSTEM. IN LOOKING AT THE DOCUMENTS FROM THE ELKHART COUNTY HEALTH DEPARTMENT; WE NEED TO VERIFY WHAT THEY ARE DISCHARGING AND REPORT BACK TO DAVE AND THE BOARD.



## ▶ CENDER & CO. - NPCD CPA

Karl Cender

- ▶ MAY FINANCIALS THEY WERE SENT EMAIL EARLIER THIS AFTERNOON. CHAIRMAN ASKED IF HEY WOULD BE RIGHT ON SCHEDULE LAST MONTH.

- ▶ MAY BANK RECONCILLIAITON
- ▶ NO OUTSTANDING ISSUES
- ▶ WE EXPECT SOME SORT OF DEFICIENT IN MAY; \$160 - \$170K TAX LEVY; AND IN JUNE WE SHOULD BREAK EVEN. WE ARE TRENDING AS EXPECTED.
- ▶ BILLING; QUESTION RESOLVED AND LOOKED INTO. ERIC REACHED OUT TO BLAKE AND HE HASN'T HEARD ANYTHING BACK FROM HIM. ACCOUNT CODING AND POTENTIAL CHARGES BEING INCORRECT. KNEPP SAND AND STONE BEING BILLED. IN GENERAL NOT WIDE SPREAD ISSUE. WHAT HE CAN TELL FROM THE OTHER RECONCILIATION ISSUES.
- ▶ STATE BOARD OF ACCOUNTS; AFTER LAST BOARD MEETING ASKING FOR CORRECTION ACTION PLAN FOR THE PRIOR AUDIT; AND THEY STATED THAT WE DID NOT COMPLY TO THE ACTION PLAN. SO DIANE SENT ERIC THE EXIT AUDIT; WE SCANNED THAT OVER TO THEM AND THAT THERE WAS CLEARLY MARKED OUT; AND THEY CONFIRMED NO REQUIREMENT AND UPDATED THEIR RECORDS. HAVING GOOD RECORDS FROM THE AUDIT WE WERE ABLE TO REPLY AND PROVE THAT WE WERE IN COMPLIANCE.
- ▶ BUDGET FOR 2025. AUGUST FOR PUBLIC HEARING ON THE PROPOSED BUDGET AND THEN IN SEPTEMBER APPROVING THE BUDGET FOR 2025. THE DLGF REQUIRES TWO MEETINGS. ERIC PROPOSES THE SAME SCHEDULE AS WE ALWAYS HAVE HAD. FOR DIANE TO PUT ON THE AGENDA'S AND TO PUT ON GATEWAY. START SETTING THOSE DATES. IN JULY ERIC WILL GIVE THE BOARD A PROPOSED BUDGET FOR 2025 FOR THE BOARD'S REVIEW. HE WILL SEND OUT THE PROPOSED BUDGET WITH THE MONTHLY PACKS SO THAT THEY CAN REVIEW. CHAIRMAN ASKED WHAT THE CPI INDEX IS. ERIC STATED 4%.
- ▶ SIGNATURE RECONCILIATIONS TO UPDATE INTO GATEWAY. ERIC WILL WORK ON ONCE CAN OPERATE IN NEW OFFICE.

▶ **PRESIDENT OF THE BOARD OF FINANCE**

Robin Loucks

▶ **PRESIDENT BOARD FINANCE REPORT**

**CARRIED**

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

- ▶ MAY BANK TRACING
- ▶ NO EXCEPTIONS FOUND.
- ▶ INVESTING OF FUNDS REFER TO REPORT ATTACHED
- ▶
- ▶

▶ **REVIEW AND OR APPROVE MAY 28, 2024 BOARD MINUTES**

Gary Brumbaugh

- ▶ UNDER THE ATTENDEES IS LISTED DAVE HOLLENBECK AND HE DID NOT ATTEND. TIME OF ADJOURNMENT DID NOT GET LOGGED. THE TIME WAS 8:00 PM. APPROVED WITH THE ABOVE CORRECTIONS.

**CARRIED**

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

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

All

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

**CARRIED**

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

- ▶ MAY OPERATIONS REPORT WAS LATE DUE TO JOSH BEING IN THE HOSPITAL. JOSH KOONTZ WAS JUST COMPLETED TODAY.

- ▶ CHAIRMAN QUESTIONED HOW WE CAN STILL BE AT APPROX 38%, WHEN THE DISTRICT HAS GROWN. TOM ATTRIBUTES TO BEING PRO ACTIVE ON OPERATIONS OF THE PLANT. GOOD OVERALL MANAGEMENT BY THE BOARD.

▶ **FINANCIAL CLERK/SECRETARY REPORT**

Diane Clerk/Secretary

- ▶ FINANCIAL CLERK/SECRETARY REPORT APPROVED AS PRESENTED

**CARRIED**

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

- ▶ REGISTER OF CLAIMS AS PRESENTED

**CARRIED**

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

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

▶ **UNFINISHED BUSINESS**

Gary Brumbaugh

- ▶ HOOKS FOR BOUYS
- ▶ LIFE SAVING HOOK
- ▶ BUILDING AND PLT DRAWINGS FOR EMERGENCIES TO POST
- ▶ SAFETY COURSE FOR ADM
- ▶ EMPLOYEE HEALTH INSURANCE 2025 - 2026
- ▶ MAPLETRONICS FIREWALL

▶ **NEW BUSINESS**

Gary Brumbaugh

- ▶ EMPLOYEE REVIEW JUNE 2024
- ▶ ROOF OVER TANKS CONSENSUS OF THE BOARD WAS TO PROCEED FORWARD.

▶ **ADJOURNMENT**

Gary Brumbaugh

- ▶ MOTION WAS MADE TO ADJOURNMENT 7:47 PM

**CARRIED**

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

▶  
Gary Brumbaugh

- ▶ 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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