

NPCD BOARD OF DIRECTORS MINUTES

MEETING MINUTES

TUESDAY MAR 25, 2025 6:30 PM-8:30 PM

Chair Gary Brumbaugh

Attendees BOB STUTZMAN
Diane Clerk/Secretary
KENNY JONES JR

Brad Smith
DONN NEFF
Robin Loucks
Rod Waldron

Dave Hollenbeck
Eric Cender

Absent 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

- THE BOUNDARIES FOR NPCD ARE STILL NOT SHOWING UP ON THE ELKHART COUNTY WEBSITE. JPR HAS IN WRITING THAT THEY HAVE ALL THE INFO THEY NEED FROM THEM.
- CUSTOMER CONNECTIONS TWO OF THE THREE NEW HOOK UPS HAVE BEEN PROCESSED. A THIRD ONE SHOWED UP IN JPR'S MAIL; THEY MAILED IT TO US.
- FIRST PAY REQUEST FROM SELGE. THEY SIGNED ON MARCH 9TH. JPR REQUESTED PROOF OF PRODUCTS OF STORED MATERIALS ASSOCIATED WITH THREE LIFT STATION. TOTAL PAY REQUEST \$177,843.00 LESS RETAINAGE 168965.80; TOTAL CONTRACT IS AT 545000.00. IT IS A 23 PAGE PAY APPLICATION. JPR HAS BEEN OVER TO NILES AND THE ENGINEERING IS REQUESTING PAYMENT.

- MOTION TO PROCESS THE PAY REQUEST TO SELGE. GARY SIGNED THE PAPERWORK DURING THE MEETING.

CARRIED

Moved by DONN NEFF, Seconded by BOB STUTZMAN

- THE ENGINEER ON THE JOB STATES SELGE HAS NOT REQUESTED ANY EXTENSIONS IN TIME. COMPLETION DATE IS MAY 15TH.
- KENNY DID FORWARD THE JPR CONTRACT TO DAVE.

► 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 FEBRUARY 25, 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.
- REVIEW OF THE FEBRUARY 25TH ANNUAL BOARD MEETING ARE IN COMPLIANCE WITH WHAT THE STATE BOARD OF ACCOUNTS REQUIRE.
- IN REGARDS TO THE RELIGIOUS EXEMPTION; DAVE HAS TALKED WITH THE AUDITORS AND SHE WILL NOT SIGN OFF ON EXEMPTIONS WITHOUT BEING TOLD TO DO SO BY THE COUNTY'S ATTORNEY
- 811

- ▶ LEGISLATIVE SESSION; QUITE A FEW THINGS WOULD AFFECT CONSERVANCIES; TO CAP THE PROPERTY TAXES BACK TO 2021 RATES. THIS WOULD HAVE A SIGNIFICANT AFFECT ON OUR REVENUE. IN THE HOUSE A BILL WOULD BE TO CAP THE PROPERTY TAXES IN THE NEXT THREE YEARS. IF THESE DO BECOME LAWS; HE WOULD SUGGEST TO THE BOARD TO MEET WITH KARL AND ERIC TO SEE WHAT WE NEED TO DO TO TWEAK OUR EXPENSES.
- ▶ PROPERTIES THAT IN FORECLOSURE TO SEE IF THE DISTRICT WILL BE ABLE TO RECOOP THEIR INTERESTS.
- ▶ DAVE HAS RECEIVED JPR'S CONTRACT AND HAS NOT HAD A CHANCE TO REVIEW. HE WILL ADDRESS THE CONTRACT IN THE APRIL'S BOARD MEETING.
- ▶ DAVE IS STILL MONITORING THE FIFTH THIRD BANK FORECLOSURE AND WILL ADVISE.

▶ **CENDER & CO. - NPCD CPA**

Karl Cender

- ▶ IN REGARDS TO THE LEGISLATOR ACTION THAT DAVE WAS TALKING ABOUT; ERIC REVIEWED THAT 323K IN 2021 AND 400K IN 2025. OUT OF ALL THE ACCOUNTS THEY SERVE; HE IS LEAST WORRIED ABOUT NPCD BECAUSE WE HAVE AN ALTERNATIVE WAY TO INCREASE REVENUE.
- ▶ FEBRUARY BANK RECONCILLIAITON 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 BOB STUTZMAN, Seconded by DONN NEFF

- ▶ FEBRUARY BANK TRACING - NO EXCEPTIONS FOUND

▶ **REVIEW AND OR APPROVE FEBRUARY 25, 2025 BOARD MINUTES**

All

- ▶ APPROVE AS PRESENTED.

CARRIED

Moved by Robin Loucks, Seconded by DONN NEFF

▶ **REVIEW AND OR APPROVE FEBRUARY 25, 2025 ANNUAL BOARD MINUTES**

All

- ▶ TO APPROVE AS PRESENTED

CARRIED

Moved by Robin Loucks, Seconded by BOB STUTZMAN

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

All

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

CARRIED

Moved by Robin Loucks, Seconded by DONN NEFF

- ▶ JASON NICHOLS, TY MILLER, ALONG WITH MATT RIPPEY WILL BE THE REPRESENTATIVES FROM ASTBURY TO MANAGE THE NPCD PLANT FACILITY.

- ▶ ASTBURY IS PREPARING FOR THE DISENFECTION SEASON AND HAVE INSTALLED NEW UV SLEEVES.

- ▶ BETTERWAY PRODUCTS HAS BEEN HAVING A LOT OF CALL OUTS. TOM SUGGEST THAT A LETTER BE SENT TO BETTERWAY PRODUCTS. GARY ASKED IF YOU CAN SAY POSITIVELY PROVE THAT BETTERWAY IS THE CAUSE OF THE DEBRIS IN THE SEWER SYSTEM. MATT IS PRETTY CERTAIN THE PROBLEM IS COMING FROM BETTERWAY. DIANE SUGGESTED THAT THE LETTER BE SENT FROM DAVE AS THEIR FIRST WARNING IN BEING OUT OF COMPLIANCE WITH OUR SEWER USE ORDINANCE. DONN STATED THAT HE HAS USED CAGES IN THE SEWER LINES IN THE PAST TO PROVE WHERE THE DEBRIS IS COMING FROM INTO THE SEWER. GARY WILL GET WITH DAVE TO COMPOSE A LETTER. ROBIN SUGGESTED THAT A LETTER TO BE SENT WITH ALL COMPANIES THAT ARE SOUTH OF 50 WEST.
- ▶ GATE OPENER. HOSTETLER DOOR AND ASKEW HAVE SUBMITTED QUOTES. . SO FAR LOOKING AT \$6300 MIKE'S FENCING CAME IN AT 9907.
- ▶ ROBIN MADE A MOTION TO TABLE THE GATE REPAIR FOR THE TIME BEING.

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

- ▶ REED TO CLEAN OUT LIFT STATIONS IN APRIL NOT TO EXCEED \$5K

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

- ▶ ASTBURY MET WITH L&M TO ADD A BLOWER FAIL AND RAS FAIL ALARMS TO THE WWTP OMNISITE TELEMENTRY UNIT.
- ▶ MIKES FENCING ON THE FENCE PROJECT AT MEANDERING MEADOWS AND SUNNYSIDE LIFT STATION WAS TABLED UNTIL THE LIFT STATION REHABILITATION PROJECT IS COMPLETED.
- ▶ ROBIN HAS A QUESTION ON THE GENERATOR REPLACEMENT. ROBIN STATED HIS STUDIES ON THE GENERATOR; HE IS UNDER THE UNDERSTANDING THAT THE GENERATOR IS NOT UNDERSIZED. AND IS ADEQUATE FOR THE DISTRICT'S NEED. TOM DOES NOT KNOW FIRST HAND; HE IS STATING WHAT HE WAS TOLD. THE GENERATOR IS ADEQUATE TO RUN ALL THE CRITICAL SYSTEMS TO KEEP THE PLANT GOING. L & M CAME IN AND REWIRED THE CRITICAL ASPECTS OF THE PLANT. ROBIN STATED HE DID NOT KNOW IF THEY WERE RIGHT OR WRONG HE WAS VOICING HIS CONCERNS. ROBIN QUESTIONED IF MATT WAS AWARE OF THE REWIRING ON THE GENERATOR. THE BOARD WOULD LIKE MATT TO COME TO THE NEXT BOARD MEETING. ROBIN REQUESTED WHEN MATT IS AT THE PLANT TO MEET WITH HIM AND GARY STATED HE WOULD LIKE TO BE PART OF THAT TOO.

▶ **FINANCIAL CLERK/SECRETARY REPORT**

Diane Clerk/Secretary

- ▶ FINANCIAL CLERK/SECRETARY REPORT APPROVED AS PRESENTED.

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

- ▶ REGISTER OF CLAIMS AS PRESENTED

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

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

▶ **UNFINISHED BUSINESS**

Gary Brumbaugh

- ▶ THE GREASE LOGS FROM THE NPCD WOULD NOT BE CONDUCTIVE TO US. THERE IS A COMPANY THAT PICKS UP THE GREASE FOR THE SUNOCO AND THE OTHER GAS STATION ALONG WITH 6&15 AND LANDMARK; HE THINKS THAT PERIODICALLY CHECKING WOULD BE SUFFICIENT. THAT WAY WE DO NOT HAVE TO PAY ASTBURY TO DO THAT. GARY ASKED IF WHAT THEY WERE PUTTING IN THE SEWER LINES TO BREAK UP THE GREASE WAS WORKING. DONN DID NOT WANT TO VOICE ANY COMMENTS ON THE TOPIC...

- ▶ INSPECTION FEE - SEWER ORDINANCE CHANGE? TABLED

CARRIED

Moved by DONN NEFF, Seconded by Rod Waldron

- ▶ ROOF OVER TANKS CONSENSUS OF THE BOARD WAS TO PROCEED FORWARD. GARY WANTS BOB INVOLVED.
- ▶ 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.

▶ **NEW BUSINESS**

Gary Brumbaugh

▶ **ADJOURNMENT**

Gary Brumbaugh

- ▶ MOTION WAS MADE TO ADJOURNMENT 7:30PM

CARRIED

Moved by Gary Brumbaugh, Seconded by DONN NEFF

▶

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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