

MONTGOMERY COUNTY REGIONAL WATER & SEWER DISTRICT
8/12/2026 Board Meeting Minutes
Montgomery County Government Center
1580 Constitution Row - Suite E
Crawfordsville, IN 47933

(Live streaming/recordings available at youtube.com/@MontgomeryCountyIndianaGovt)

Board members present: President Dan Guard, Vice President Mike Warren, Treasurer Joyce Grimbale, Greg Morrison

Also present: Justin Saathoff - BCS Management; Tyler Nichols - Taylor, Minnette, Schneider, and Clutter P.C.; Tom Astbury - Astbury Water Technology; Amy Moore - VS Engineering; Amy Cating - In the Black Bookkeeping

Call to Order - President Dan Guard called the meeting to order at approx. 4:00pm. A quorum was present.

I. Management & Administration:

A. Minutes & Board Meeting Schedule

Minutes for regular session 7/8/2026 were provided by BCS Management for Board approval. *Greg Morrison made the motion to approve the minutes as presented. Seconded by Joyce Grimbale. Motion passed 4-0.*

B. Treasurer's Report: Operating Fund Bank Balance = \$216,463.99 | Grinder Pump Maintenance Fund Balance = \$43,301.77 | Capital Fund Balance = \$89,593.56

C. Administrative Report - Justin Saathoff, BCS Management

1. Justin Saathoff stated that he is withholding any recommendations for transfers or allocation increases having to do with the operating fund until the delayed invoices matter has been resolved.
2. The IDEM questionnaire was successfully completed and submitted in July.
3. The agenda formatting and website have been updated to reflect board member information including positions and terms in order to remain in compliance with IC.
4. It was reported that the concern of high user rates outside of the US was discussed with BCS's IT team. They are not concerned with the security of the website given the traffic and zero incidents of malware. It was recommended to continue to observe activity and if the board feels uncomfortable at any point in time, extra security measures can be implemented at no additional cost.
5. Amy Cating reported to have been contacted again regarding the USIC annual service fee. USIC stated that they do not prorate this fee, which had been requested by Attorney Tyler Nichols alongside the termination notice. Mr. Nichols also reported sending an additional email again last month offering to pay half of the invoiced amount. Mr. Nichols advised the board to pay the invoice in full.

Joyce Grimbale made a motion to pay the USIC annual service fee of \$6,602.39 in full. Seconded by Dan Guard. Motion carried 4-0.

6. A customer request of a one time forgiveness (waiver) of late fee on payments was presented to the board. Such a policy does not exist at this time.

Mike Warren made a motion to allow Attorney Tyler Nichols to draft a one time forgiveness policy on late fees and to grant a one time waiver to this particular customer's request. Seconded by Joyce Grimbale. Motion carried 4-0.

7. Amy Cating asked the board if the District should have a 10% late fee for any vendor invoices beyond 30 days, in particular with pump and haul. Ms. Cating recently changed computer software platforms resulting in one bill for sewer and pump and haul. No such policy exists at this time. It was recommended by the board to not take action at this time. If it becomes a problem in the future, the board will revisit the issue.

D. Maintenance Report - Tom Astbury, Astbury Water Technology

1. Tom Astbury previously shared a copy of the monthly maintenance report via email.
2. The Nucor Road Water Pollution Control Facility (WPCF) had one exceedance for Total
3. Suspended Solids (TSS) with its NPDES permit for the month of June. This was because of the SBR #2 decanter issue and necessary draw-down of this reactor for repairs. This issue has since been corrected and no issues are foreseen with IDEM.
4. June daily flow totals averaged 58,400 gallons with a maximum daily flow of 101,000 gallons. The treatment plant has a facility capacity of 100,000 gallons. All removal percentages remained above 98%.
5. The District currently has 6 functioning grinder pumps in inventory, 12 grinder panels, 6 wet wells and the spare Flygt 11-HP pump has been delivered.
6. This is the second month of Astbury performing the locates for the District. Astbury performed 9 locates.
7. Action Items - Desiccator Units: The lift station control panels have desiccator units installed to monitor and reduce condensation. The original desiccator units are past their useful lives and in need of replacement. Astbury obtained a quote for \$781.71 (including Astbury's contractual markup for 25 of these units - the minimum order quantity).

Mike Warren made a motion to approve the desiccator unit purchase for \$781.71. Seconded by Joyce Grimble. Motion carried 4-0.

8. New Business - SBR #2 Decanter: SBR #2 Decanter: As previously noted, the replacement actuator and limit switch were installed in the decanter on June 8, but something within the unit is causing the actuator to bind upon the open-close cycle. The unit still functions, but the issue needs to be resolved to avoid unnecessary equipment wear and potential failure. Aqua-Aerobic sent a technician to investigate the floating decanter "binding" issue free of charge on July 15. He was able to identify and fix an internal electrical issue with the decanter. This repair utilized a spare relay that Astbury had on hand, which has since been reordered. Astbury is still in discussion with Indiana Pump Works (IPW) regarding the possibility of installing pedestal bases to allow use of a davit crane for evaluation, repair, or replacement of the decanters or mixers.
9. New Business - Treatment Upset by Suspected "Slug" Load: Astbury staff noted a "sweet" smell coming from the biomass in both SBRs on Thursday, July 30, in addition to floating sludge, foaming, and a depleted biomass. The effluent Ammonia-Nitrogen (NH-3) level on July 31 was 4.47 mg/L, and the weekly average was 2.29 mg/L, which is slightly above the NPDES permit limit for the week. The treatment plant returned to full compliance by Monday, August 3. It has been almost three years since the last treatment upset. Astbury collected Oil & Grease samples throughout the treatment process and contacted Nucor to see if they knew of anything on their end that could have caused the upset. The Oil & Grease samples indicated an elevated influent reading (53.3 mg/L). Nucor took note of Astbury's observations and communicated it to their pump-and-haul contractor. They didn't know of anything that could have caused the upset. Astbury will continue to monitor the treatment process closely and are prepared to initiate customer surveillance monitoring if the issue continues.

II. Project Updates:

None

III. New Business

None

IV. Old Business

A. Delayed Astbury Invoices - Dan Guard, President

In last month's meeting, Tom Astbury presented several invoices that were found from 2025 totaling \$50,701.06 that had not been delivered due to an administrative error. The board did not immediately pay the delayed invoices until further clarification could be provided. Mr. Astbury later provided clarification on each specific invoice via email. Two invoices in particular were being questioned: Invoice 18160 for \$25,418.88 and Invoice 18356 for \$13,056.54. President Guard asked for an explanation on how a \$3,500 board approval turns into a \$25,000 claim. Mr. Astbury stated the January MCRSD monthly meeting was cancelled and led to a lack of updating and communication regarding the project. The project costs ballooned due to the need of equipment, outside contractor labor, unforeseen circumstances, and unplanned difficulties. The \$3,500 approval was for a part and did not include any labor cost estimates. More thorough communication in the future was agreed upon by the board and Mr. Astbury. The board was reminded that Mr. Astbury offered to write off the \$13k invoice as a gesture of goodwill and acceptance of the fault behind the delayed invoices. This would bring the delayed invoices total to \$37,644.52. Astbury's claims for July totaled \$35,839.30. The total for Astbury's claims for the delayed invoices and July is \$73,483.82.

Mike Warren motioned to approve the claims payment to Astbury for the delayed invoices and July's invoices as well as accepting Mr. Astbury's goodwill offer of waiving the \$13k invoice. Seconded by Greg Morrison. Motion passed 4-0.

V. Approval of Claims

A. Account Payable Voucher Claims = \$26,630.86 (outside of the any Astbury invoices)

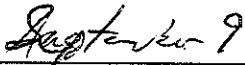
Mike Warren motioned to approve the claims payment as presented. Seconded by Dan Guard. Motion passed 4-0.

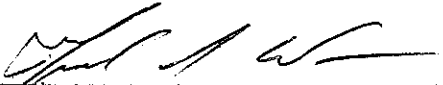
VI. Adjournment

President Guard stated that he was recently contacted by the insurance company. This update is done annually. President Guard asked Astbury to submit their certificate of insurance. The number of connections remains at 109. They also ask about the number of elected officials on the board, those that are appointed, names and titles, number of employees, and if any vehicles need to be added to the policy.

Joyce Grimble moved to adjourn. Seconded by Greg Morrison. The meeting adjourned at 4:58pm.

Submitted by Justin Saathoff - BCS Management

Approved  2026


Dan Guard, President